Deans Council, Memorial University of Newfoundland

Terms of Reference

Approved by Deans Council on October 4, 2016

Membership:

Deans
Provost and Vice-President (Academic)
Vice-President (Research)
Vice President (Administration and Finance)
Associate Vice-Presidents (Academic)
Associate Vice-President Grenfell Campus (Academic)
Associate Vice-President Marine Institute (Academic and Student Affairs)
Director Academic and Support Services

Attendance:

Members who cannot attend in person are encouraged to participate by telephone or video link. When a Dean is unable to attend, a designate may be invited to participate for a particular agenda item or items where representation of the unit is deemed necessary.

Mandate:

• Deans Council provides academic leadership to the University.
• Deans Council provides advice to the Provost and Vice-President (Academic) and by extension to the Vice-Presidents Council, on all matters relating to the academic mission of the University, including strategic decisions, policies and procedures.
• Deans Council is a forum for members to share information and provide advice on matters relating to the academic community at the local, regional, and national level.

Operations:

• The Chair of Deans Council shall be the Provost and Vice President (Academic) or delegate.
• Meetings last for two hours and are held once monthly except for a break in July and August
• Under normal circumstances additional meetings may be convened by the Chair after consultation with the Working Group; under extenuating circumstances or for an urgent matter, the Chair may convene an additional meeting.
• The number of agenda items per meeting shall be limited in order to allow for full discussion by the members.
• The agenda will be co-developed by a three-member Deans’ Working Group in consultation with the Provost and Vice-President (Academic). The role of Deans’ Working Group is to canvas the Deans and develop priorities in order that the agenda of Deans Council accurately reflects the members’ needs and priorities. Likewise, the role of the Provost-VPA is to ensure that the agenda also reflects the needs and priorities of VP portfolios represented on the Dean’s Council
• Membership of the Deans’ Working Group will rotate and change twice annually.