

**PLANNING AND PRIORITIES COMMITTEE
OF ACADEMIC COUNCIL**

TERMS OF REFERENCE

Effective Date: September 1, 2024

Supersedes:

Date of Next Review:

The Planning and Priorities Committee supports the Academic Council by advising on strategic academic and institutional planning and priorities essential to the mission, vision, and values of King's University College, that intersect and interact with operations.

Areas of responsibility:

Budgetary matters

- Advise the President annually and in a timely fashion on the annual budget, including policies, guidelines and processes related to budget.
- Advise Academic Council on the budget of the College.
- Provide advice to the President or Board on budgetary matters related to the academic affairs of King's University College.

Strategic academic priority setting

- Review and advise Academic Council and the President on matters related to Information Technology as they relate to the delivery of courses, programs of study, research and/or other programs of an academic nature.

- Advise Academic Council on policies and processes for the development, review, implementation and communication of plans that support the academic priorities of King's.
- Advise Academic Council on matters related to campus development, including property, buildings, classrooms, infrastructure and sustainability, with a particular emphasis on priority setting.
- Advise on policies and processes for the development, review, implementation and communication of plans that support the academic priorities of King's.
- Monitor and facilitate the needs of Academic Council for insight, new ideas and thinking to be delivered to Academic Council or its committees by invited speakers.
- Conduct other duties as assigned by the Academic Council.

COMPOSITION

- Four faculty members, at least 2 of whom shall be members of Academic Council
- One student elected by King's University College Student's Council

Ex officio (voting):

- Vice President and Academic Dean (Chair)
- Vice President Finance and Support Services (or designate)
- Dean of Students (or designate)
- Director, ITS (or designate)

Ex officio (non-voting resource persons):

- President
- Manager, Academic Planning and Analysis
- Associate Director – Enrolment Services
- University Secretary

Terms:

The terms of office for elected members shall be one year (renewable) for students and three years (renewable) for faculty/others. One, two, and three-year terms shall be used initially to establish a staggered term for the faculty members of the committee.

GENERAL PROCESS FOR COMMITTEES

The Committee shall develop an annual work plan for approval by Academic Council.

The Committee shall determine the frequency of meetings required to achieve its annual work plan.

The Chair of the Committee shall report regularly to Academic Council, or the Board, if requested, either individually or through the President.

The Committee shall conduct an annual self-evaluation as developed by the Governance and Nominating Committee and report results to the Committee's members

for their review.

Quorum:

Quorum shall be 50 percent of voting members.

Non-voting resource persons shall not be counted towards quorum.

Limits on Authority

The Committee functions in accordance with the Ontario Not-for-Profit Act 2010, and the Board of Directors' bylaws, policies and procedures.

Committee members must abide by the bylaws of the Academic Council.