

**Strategic Planning Steering Committee – Terms of Reference**

Effective Date: September 29, 2020

Duration: The Committee will conclude its work once the final plan is approved.

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- The Strategic Planning Steering Committee will include representatives from across the university that reflect the multiplicity of the work we do as a university as well as our people. The committee will have the responsibility for providing advice and helping steer the strategic planning process and the development of the plan itself. The committee will ensure our community at large is consulted—our faculty, students, staff, alumni, off-campus partners, and others in a manner that is inclusive and reflective of the diversity that makes our university a great place to be.
- In carrying out its responsibilities, the Committee members will be asked to participate in the following ways:
  - Helping advise and steer the strategic planning process and plan
  - Participating in, and at times facilitating public consultations
  - Participating in, and at times structuring theme-based sub-group consultations (i.e. Student experience, research, etc.)
    - Bringing together networks of people from across campus
    - Participating in consultations, creating mini reports of ideas and recommendations
    - Ensuring ideas and recommendations are captured and included throughout the core planning timeframe
  - Participating in regular meetings
  - Serving as an ambassador throughout the strategic planning process
    - Ensuring good two-way communication with the community
  - Providing feedback on draft iterations of the strategic plan
  - Providing comments on a final draft plan for presentation to the Senate Committee on University Planning (SCUP), that will ultimately be approved by the Senate and Board of Governors

**MEMBERSHIP AND PROCEDURE**

The membership of the Steering Committee will include thirty-seven members comprised of the following:

(a) Twenty-one members nominated by an open nomination process and approved by Senate:

- Eleven members representing faculty, ensuring representation from every Faculty
- One member representing postdoctoral scholars

- Three members representing staff
- Two members representing research leaders
- Three members representing the University Students' Council (USC) (In addition to the Ex Officio member listed below) **CLARIFICATION:** *These three positions are open for nominations (including self-nominations) for any undergraduate students, including those in second-entry programs (Business, Law, Education, and Medicine & Dentistry).*
- One member representing the Society of Graduate of Students (SOGS) (In addition to the Ex Officio member listed below) **CLARIFICATION:** *This position is open for nominations (including self-nominations) for any graduate student.*

(b) Ten Appointed or Elected members:

- One member elected by Senate (In addition to the Ex Officio member listed below)
- Two Deans appointed by the Provost
- Two members elected by the Alumni Association
- Two members elected by the Board of Governors
- Three members named by the Chair in consultation with the Chair of SCUP and senior leaders, one of whom will represent the London-Middlesex Community

(c) Six *Ex Officio* members:

- President & Vice-Chancellor (Chair)
- Provost & Vice-President (Academic)
- Vice-President (Research)
- Chair of SCUP
- President of the USC
- President of SOGS

### **Open Nominations Process**

- A public call for nominations will be made for the membership outlined in section (a) above and will be open for a ten-day period.

### **SELECTION PROCESS**

- The Chair, and the Chair of SCUP will bring forward a draft slate of twenty-one recommended names selected from the open nomination process for the Senate Nominating Committee to discuss, modify and ultimately ratify. Senate will then vote on the slate of names ratified by the Senate Nominating Committee.
- The ten-day open nomination period is intended to bring forth the very best candidates for consideration. If a Senator feels strongly about nominating someone from the floor, the name brought forward would be added to the specific constituency slate and would result in a runoff election with an electronic vote. The nomination would have to include the same criteria [outlined in the open call for nominations](#).
- Criteria:
  - Recognizing that no single candidate will fill all criteria, some examples may include:
    - A high level of engagement with campus life
    - Experience in a variety of roles
    - Representative of the diversity of our campus community
    - Depth and breadth of experience in various aspects of university life
- The Senate Committee on University Planning (SCUP) will play an instrumental role in the governance chain in terms of the development, adjudication and ratification of the next strategic plan, in the same way it has always done. The final plan will be approved through Senate and the Board of Governors.
- The Committee will meet frequently throughout the strategic planning process, and at the call of the Chair when necessary.