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## Terms of Reference

### Human Resources Committee

The Board of Regents shall appoint a Human Resources Committee in accordance with the following terms:

#### Mandate

The Committee assists the Board to fulfill its oversight responsibilities in respect of all strategic human resources matters, inclusive of the strategic approach to compensation at Memorial, and appointments in accordance with applicable sections of the [Memorial University Act](#).

The Committee will ensure that the values of the University are reflected and that respect is provided to Equity, Diversity, Inclusion, Anti-Racism, and Indigenization in decisions of the Committee.

#### Responsibilities

The Human Resources Committee shall be responsible for the following:

1. The Committee shall monitor, evaluate, advise, and make recommendations to the Board with respect to matters affecting employees and employee working conditions at the University, including ensuring compliance with occupational health and safety regulations.
2. Provide advice to the Board on matters pertaining to the terms and conditions of employment of University employees.
3. Consider emerging trends and data to help guide the strategic recruitment efforts of the University.
4. Oversight of appointments in accordance with applicable sections of the [Memorial University Act](#).
5. Oversight of employee benefits plans and the pension plan in accordance with the [Memorial University Pensions Act](#).
6. To review and recommend to the Board long-term strategy in respect of collective bargaining matters and, particularly, to develop, for recommendation to the Board, parameters within which collective bargaining should occur.

7. To advise on such action as may be necessary when labour disruptions are either imminent or have occurred and to provide reports and recommendations to the Board at the earliest possible time.
8. To recommend to the Board appointees to the “Executive Pay Group” positions (i.e., Vice-Presidents), excluding the President, and to review the “Executive Pay Group” salary structure on a regular basis and to bring any recommendations for changes to the Board for consideration.
9. To recommend to the Board the appointment of Vice-Provosts, Associate Vice-Presidents, Deans, permanent and interim appointments to senior administrative positions, which report to both the President and Chair of the Board (or Chair of the Audit and Finance Committee in the case of the University Auditor) in Group A and permanent appointments to senior administrative positions listed in Group B:

#### Group A

- Executive Director, Office of the Board of Regents
- General Counsel
- University Auditor

#### Group B

- University Registrar
- Chief Information Officer
- Chief Financial Officer

### **Composition**

The Human Resources Committee of the Board shall be composed of:

#### Voting Members

1. Four (4) members from the Board of Regents to be appointed by the Chair of the Board, who shall designate one (1) member to be Chair and one (1) member to be Vice-Chair;
2. The Chair of the Board of Regents;
3. The Chair of the University Pensions Committee;
4. The Chair of the University Benefits Committee;
5. The President and Vice-Chancellor;
6. The Provost and Vice-President (Academic).

#### Non-Voting Ex-Officio Members

1. Executive Director, Office of the Board of Regents;
2. General Counsel;
3. Other individuals invited by the Committee Chair as necessary.

The Office of the Board of Regents will assign a non-voting secretary to the Committee  
The appointed members shall serve for two years.

### **Quorum**

Quorum shall be a majority of voting members.

### **Meetings**

The Committee shall normally meet in advance of each regular meeting of the Board.

Special meetings of the Committee shall be held as agreed by the Committee or as called by the Chair of the Committee or of the Board.

### **Delegated Authorities**

- Responsibility for interim appointments for the positions listed in Group B has been delegated to the President.
- The Board of Regents has delegated to the President the authority to make the following academic appointments:
  - a) Tenured, tenure-track, term, and teaching term
  - b) Professional Librarians
  - c) Academic Staff Member – Cooperative or Field Education (ASM-CFE)
  - d) Academic Administrators including Associate University Librarians, Vice-Dean, Associate Deans, Assistant Deans, Heads of Departments, Library Division Heads, and Division Heads at Grenfell Campus.
  - e) Other appointments of a non-stipendiary nature. These appointments include honorary research professor, adjunct, professional associate, clinical, and cross.
- The Board of Regents has delegated to the President the authority to make the following appointments:
  - a) Directors, Chairs, and Coordinators of various academic programs.
- The Board has delegated to the President the authority to make appointments to unit head positions reporting to a Vice-President or the President other than those listed above.
- The Board of Regents has delegated to the President the authority to make the following decisions:
  - a) All promotions to the rank of Assistant Professor, Associate Professor and Professor.
  - b) All confirmations of provisional academic appointments.
  - c) All promotions of Professional Librarians.
  - d) All confirmations for provisional Librarian appointments.
  - e) All leaves from normal duties, including sabbatical leave, administrative leave, special leave with or without pay, assisted leave, and political leave,

or to approve such other special arrangements as may require a release from normal duties.

- The Board has delegated to the President the authority to make appointments of Associate Vice-Presidents and Deans, holding interim, acting, and *pro tempore* positions for terms that are not greater than 12 months and within the approved salary scale. Additionally, the Board delegates to the President the authority to extend such appointments for a period of not greater than 6 months.
- To assume such other responsibilities as may be delegated by the Board.

### **Reporting and Deliverables**

- To receive and transmit to the Board for information an annual report of committee actions and approvals.
- The President will file on a semi-annual basis a report to the Human Relations Committee outlining actions taken under delegated authority.
- To receive appropriate reports concerning the status of any negotiations, grievances, and arbitrations and to provide periodic reports to the Board of Regents concerning such matters.
- Receive, at least annually, a report on the performance of assistant and associate vice-presidents, as well as other senior executives, as requested by the Committee.
- To make such further reports and recommendations as requested by the Board for information or approval, as appropriate.
- Report any relevant policy and sustainability needs related to the area of Human Resources to the Executive Committee for consideration.