

# Memo



UNIVERSITY SECRETARIAT

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TO Jean Stairs, Chair, Senate Operations Review Committee  
(SORC)  
FROM Georgina Moore, Secretary of the Senate  
DATE October 9, 2009  
SUBJECT Proposal to establish a University Planning Committee

I am writing to refer to SORC the attached proposal from Principal Daniel Woolf to establish a University Planning Committee. The proposal is submitted to the Senate for approval.

Please review the proposal and report back to the Senate with SORC's comments and recommendations before the Senate meeting on November 26, 2009.

This item will appear as a Matter Referred to Standing Committees on the October 22 Senate agenda. Senators will receive a copy of this memo and the proposal.

Thank you for your attention to this matter.

Georgina Moore  
Secretary of the Senate

October 4, 2009

**Referred to SORC****University Planning Committee****Mandate**

The University Planning Committee will be a joint committee of both the University Senate and the Board of Trustees. It will be Queen's senior planning committee and a bridge between the two governing bodies of the University. The University Planning Committee has three primary roles, although in all three its major responsibility is to ensure that academic planning and the management of resources (people, money, space) are fully integrated. In its first, and more formal, role the University Planning Committee is a critical step in the development and approval of plans. Its second role is to serve in an advisory capacity to the senior administration of the University. Its third role is to provide an extended point of contact between Senate and Board to ensure that decisions reached in the academic sphere, and initiatives from individual Faculties or units, are made with full knowledge of the fiscal and infrastructure implications for the university as a whole, and that the Board of Trustees has a full understanding of the academic business of the University.

The Chair of the University Planning Committee will be the Vice-Principal Academic.

***Terms of Reference***

The University Planning Committee shall:

1. Review the Plan for the University annually, and recommend revisions to it as necessary, for approval by the Senate and the Board of Trustees;
2. Review, for recommendation to the Senate and the Board of Trustees, major initiatives (including those which are part of submissions to external agencies) that have significant resource implications, providing comment on how the proposals fit within the University Plan;
3. Review and approve annual planning reports as prescribed by the Vice-Principal (Academic) from:  
the Faculties, the School of Graduate Studies, the Associate Vice-principal (Academic), the Associate Vice-principal (Student Affairs), the University Registrar, the University Librarian, and other units (as appropriate) that report directly to the Vice-Principal (Academic), providing comment on how the plans relate to overall University planning and current budgeting.

Approved plans are to be reported to the Senate and the Board of Trustees for information;

4. Review and approve annual planning reports as prescribed by the Vice-principal (Finance and Administration) from those administrative and service units that report directly to the Vice-principal (Finance and Administration), providing comment on how the plans relate to overall University planning and current budgeting.

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Approved plans are to be reported to the Senate and the Board of Trustees for information;

5. Review and approve annually a report from the Vice-principal (Research) on the major operations, institutes, and initiatives that receive significant support from the budget of the Vice-principal (Research), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise.

Approved plans are to be reported to the Senate and the Board of Trustees for information;

6. Receive annually from the Vice-principal (Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Trustees, future fund-raising priorities and their relationship to the University Plan;
7. Make recommendations to the Campus Planning and Development Committee of the Board of Trustees on capital projects and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.;
8. Review, for recommendation to the Senate and the Board of Trustees, the annual report on campus planning, including any updates, amendments and elaborations; and
9. Report to the Senate any matters of concern formally identified as such by a majority of the Committee.

### ***Composition of the University Planning Committee***

#### *Ex Officio*

Chancellor

Chair of the Board of Trustees, or delegate

Vice-Chair of the Board of Trustees, or delegate

Principal and Vice-Chancellor

Vice-Principal (Academic) - Chair of the University Planning Committee

Vice-Principal (Finance and administration)

Vice-Principal (Research)

Dean of Graduate Studies

Dean of Arts and Science

#### *Elected*

5 faculty members, no more than two to be from any one Faculty, elected for staggered 3-year terms

1 department head, not to be from a Faculty with two currently serving faculty members

1 Faculty dean elected for a two year term (by and from the Faculty Deans excluding the Dean of Arts and Science and Dean of Graduate Studies);

1 non-academic staff member, elected for a 2-year term;

1 graduate or professional student, elected for a 2-year term;

1 undergraduate student, elected for a two year term; and

The Rector

October 4, 2009

*Observers*

Dean (Health Sciences) or delegate, unless elected  
Associate Vice-Principal (Student Affairs)  
Vice-Principal, Advancement

**Budget Committee***Terms of Reference*

The Budget Committee, a sub-committee of the UPC shall:

1. Review the budget framework prepared by the University administration in consultation with the Office of Institutional Research and Analysis; this framework (including the models and projections upon which it is based) will be provided to the Joint Administration/Faculty Association Committee to Consider Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty (The Joint Committee) as will updates to the framework should these arise;
2. Receive and respond to budget submissions from all Faculties, areas, and units;
3. Make budget recommendations available to the University Planning Committee during development of the recommendations, for comment on whether those recommendations are congruent with the University Plan; deliver the final budget to the University Planning Committee in a timely fashion to ensure that it is in a position to make comments in advance of the budget being transmitted to other deliberative bodies;
4. Make budget recommendations available to the University Senate for comment before they are transmitted by the Principal to the Finance Committee of the Board; and
5. Deliver budget recommendations to the Principal of the University for transmittal to the Finance Committee of the Board. Any comments of the University Planning Committee and Senate shall be included in the material for the Board, along with the Principal's own comments.

*Composition of the Budget Committee**Members:*

Three faculty members of UPC (one of whom shall serve as chair):  
The staff member on the UPC  
The Rector  
Vice-Principal (Academic)  
Associate Vice-Principal (Finance)  
Principal