

GUIDELINES FOR STRATEGIC SUBMISSIONS TO PROVOST COMMITTEE



1. **Committee:** Provost Committee
2. **Contact:** Executive Director
Office of the Provost and Vice-President Academic
3. **PC Meetings:** Weekly or at the call of the Provost; normally Tuesdays, 9:00-11:00 a.m.

Academic and operational senior leaders with responsibility for implementing and managing initiatives, policies, projects and plans are invited to Provost Committee to present, discuss and receive direction as appropriate, and as determined by the Sponsor and the Chair.

4. **Agenda:** Initiatives come to the Provost Committee, through a VP Sponsor, if one or more of the following apply:
 - i) requires Board approval;
 - ii) material impact on University budget;
 - iii) impacts multiple units;
 - iv) major institutional impact.

To schedule an agenda item, contact the Executive Director, Provost Office. It may take up to 3 weeks for an item to be scheduled on the PC agenda, but normally no more than 2 weeks' advance notice is required.

The Executive Director shall take into consideration the following when scheduling agenda items:

- i) Scheduled attendance of the VP Sponsor
- ii) Level of urgency
- iii) President's Executive/Board Committee/Board meeting schedules, if approval is required

5. Briefing Materials:

- a. Timeline: VP sponsor approved briefing materials, with recommendation and resourcing plan, are to be submitted to the Executive Director at least by noon two business days prior to the meeting, otherwise the item will be deferred. If initiatives require President's Executive and/or Board approval, consideration should be given to those meeting schedules, in addition to the PC meeting schedule, during project planning.

Typical Approval Process:

Provost Committee  President's Executive  Board Committee  Board

- b. Structure: Briefing materials shall contain the following information –
- i. Project Name
 - ii. Project VP Sponsor
 - iii. Project Contact(s)
 - iv. Other senior leader(s) (as determined by the Sponsor and Chair)
 - v. Applicable Strategic Priority(ies)
 - vi. Project Purpose
 - vii. Resource Implications & Resourcing Plan
 - viii. Recommendation
 - ix. Background
 - x. Issue(s)
 - xi. Risk(s)
 - xii. Consultation Process/Plan
 - xiii. Project timeline

Fillable form template: Found at <http://www.dal.ca/dept/senior-administration/provost-vp-academic/provost-role-structure.html>

- c. Sign Off: All briefing materials must be approved by the VP Sponsor prior to submission to the Executive Director.
- d. If Board approval is required, briefing materials for Provost Committee must contain the proposed motion and support material to be submitted to the Board.