Document Name:	Senior Management Policy Committee – Terms of Reference
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Committee Role - Overview

The Senior Management Policy Committee (SMPC) serves as a strategic advisory and consultative body to university leadership. It is responsible for initiating, reviewing, approving, revising, and repealing university-wide policies.

Scope and Limits

The SMPC does not hold responsibility for policies under the jurisdiction of the Board of Governors or the Senate. However, it may act as a consultative resource to those bodies, offering analysis, advice, and recommendations on policy matters that intersect with academic priorities, strategy, operations, or external environments.

Policies determined by SMPC to be academic in nature shall be reviewed and recommended for establishment, revision or repeal from the Vice-Presidents' Academic and Research Committee (VPARC) prior to consideration at the SMPC. If a policy recommendation from VPARC is not approved by SMPC it is referred back to VPARC for further consideration.

Purpose

SMPC ensures that the university's policies are developed, implemented, managed and periodically reviewed in an effective, consistent and sustainable manner with appropriate consultation, accountability and communication to and from the Carleton community. All policies and procedures are reviewed to ensure they reflect Carleton's commitment to a psychologically healthy and safe workplace, compliance with legislation and regulations, and consistency with other university policies and commitments, including but not limited to those listed above. SMPC is committed to developing and maintaining policies that facilitate achievement of the university's strategic objectives, addresses and mitigates key risks and liabilities faced by the university while ensuring transparency, clarity and consistency in decision making.

Responsibilities

SMPC has the following roles and responsibilities:

1. **University Policy Development, Revision and Repeal**

- Review and approve new, revised, or repeal proposals for all academic or administrative policies not under the jurisdiction of the Board of Governors or Senate to ensure alignment with legal, regulatory, and strategic frameworks as per the Administration (Development and Revision) of University Policies.

- Ensure
  - university-wide policies are coherent, consistent and clear in nature and scope.
  - terminology and format are consistent and readable.
  - appropriate consultation has been undertaken.
  - Policies have been checked for compliance with relevant legislation and internal policies and procedures, including the University General Operating By-laws, special resolutions and existing collective agreements.
  - They are congruent and in alignment with the university's strategies and commitment to equity, inclusion and reconciliation

- Review communications plan associated with new or significantly revised policies.
- Identify potential risks, costs and infrastructure requirements.

2. Environmental Scanning and Risk Assessment

- Monitor external policy environments, including government legislation, regulatory changes, and sector trends.

- Identify emerging risks and opportunities that may impact institutional autonomy, academic integrity, or operational resilience.

3. Consultative Role to Senate and Board

- Provide strategic advice on policy to the Senate and Board of Governors upon request.

4. Advancement-Related Matters
- Review and approve philanthropic naming proposals up to $1,000,000.
- Review and assess philanthropic proposals over $1,000,000 to determine recommendations to the Board of Governors

- Review and assess commemorative naming proposals for precedent, appropriateness, consistency and significance prior to their recommendation to the Board of Governors.

5. **Reporting and Accountability**

Liaise with the University Governance Secretariat to:
  - Receive regular updates on policies due for mandatory review
  - Identify responsible department(s) for policy creation and renewal as well as advising on appropriate consultation and approval path.
  - Maintain a transparent record of deliberations and recommendations
  - Support coordination and communication between academic, administrative and governance bodies on cross-cutting policy issues.
  - Facilitate, as needed, consultation with internal and external stakeholders to inform policy development and strategic decision-making.
  - Maintain a full listing of all policies and their mandatory revision/review dates.

6. **Additional Responsibilities**
  - Perform any other duties and responsibilities that may be assigned to the Committee from time to time by the President
  - Receive annual reports of significant importance such as the Environmental Health and Safety Report, Corporate Archives Annual Report etc., as required by various university policies and/or the President.
  - Provide advice and guidance on university-wide initiatives and strategies.

Membership

Membership of the committee consists of the following:

- President and Vice-Chancellor or designate (Chair)
- Provost and Vice-President (Academic)
- Vice-President (People, Finance and Operations)
- Vice-President (Research, Innovation and International)
- Vice-President (Students and Enrolment)
- Deputy Provost (Academic Operations and Planning)
- Associate Vice-President (Human Resources) & Chief People Officer
- Associate Vice-President (Equity and Inclusive Communities)
- General Counsel
- University Secretary & Chief Governance Officer

SMPC may call on others as technical resources to support the committee as required.

Members may appoint a delegate to attend meetings on their behalf. Delegates will have full voting rights when acting in place of the member; however, delegates will not be counted toward quorum.

Quorum
Quorum for meeting shall consist of 6 members of the committee plus the chair/designate.

Meeting Schedule
SMPC will typically meet five times per year or on an as needed basis.

Operating Principles

Meetings of the committee may be conducted in-person, hybrid or virtually.

For decisions requiring immediate approval, an e-vote will be held and results reported at the meeting immediately following the e-vote.

The terms of reference will be reviewed at least every five years to ensure continued relevance and effectiveness.

All policies will follow a similar template and be accompanied by a briefing note as established by the University Secretary and Chief Governance Officer.

Definitions:

University Policy is defined as policy which has application across more than one Faculty, School or multiple administrative units and/or applies to the University as a whole. Policies or procedures which have application only within one operational area do not fall within the purview of SMPC.

Board of Governors is the governing body responsible for overseeing the strategic, financial, and operational affairs of Carleton University. It holds the authority to approve university policies, budgets, and major initiatives, and ensures that the university fulfills its mission and complies with applicable legislation.

Senate is the governing body responsible for overseeing academic governance of the university. It holds the authority to consider and determine courses of study, grant degrees and honorary degrees, award university scholarships, medals and prizes, make rules and regulations and the university calendars.

Delegation of Authority for University Policy - Carleton University Act "the President shall have supervision over and direction of the academic work and general administration of the University". Carleton University General Operating By-Law No. 1 "The Board delegates to the President and Vice-Chancellor the power to manage and direct the business and affairs of the University."