



Terms of Reference Training Advisory Committee

Purpose

The purpose of the Advisory Committee is to provide guidance for the development and implementation of the annual professional development calendar offered through the Department of Human Resources, Employee Engagement & Development Services.

Authority

The role of the committee is to provide guidance and to make recommendations. Approval authority rests with the Chief Human Resources Officer.

Specific areas of responsibility:

- Review and provide input on the development of the needs assessment process.
- Make recommendations for the development of the annual training calendar based on needs assessment and the strategic priorities of the University.
- Review the annual professional development calendar proposal and make recommendations as required.
- Assist in the development of a promotion and evaluation strategy.

Composition

Membership on the Committee will consist of:

- 4 staff representatives from various employee groups
- 1 manager (Member of PAR)

Term of Office

Committee members will have a Term of two (2) year, renewable for a maximum of three (3) consecutive terms. Committee members shall be approved by the Chief Human Resources Officer.

Meetings

The Committee shall meet a minimum of three (3) times per year, and more frequently as deemed appropriate by the Committee.

Chairperson

The Manager of Employee Engagement & Development will facilitate the meetings.

Role of the Chairperson

The role of the Chairperson is to maintain an orderly, effective format for carrying out the functions of the Committee. In absence of the Chairperson, an alternate may be appointed by the Chairperson.

Approval/review date: Approved 2008, reviewed May 2012, revised March 2015