

1. PURPOSE

The Human Resources Committee (The “Committee”) is established by the University of Prince Edward Island’s Board of Governors (The “Board”), pursuant to the provisions of the *University Act R.S. P.E.I. 1988 Cap. U-4 (the “Act”)* to assist the Board in its oversight of human resources.

2. VALUES

The Committee contributes to the effective governance of the University by promoting a culture of transparency, accountability, honesty, and ethical behavior.

3. MANDATE

The Committee’s mandate is to:

- 3.1. Assist the Board in its oversight of University human resources matters including recruitment, retention, compensation, succession planning, employee communications, human resource compliance matters, and labour relations philosophy and approach, and to make recommendations to the Board in respect to these matters.
- 3.2. Approve, on behalf of the Board, collective bargaining mandates, and recommend to the Board approval of collective agreements.
- 3.3. Assist the Board with such other duties as assigned to the Committee by the Board.

4. AUTHORITY

The Committee has the authority to:

- 4.1. Use University resources, in accordance with University policies and internal control systems, to conduct or request the conduct of any research or investigation into any matter within the scope of its mandate.
- 4.2. At the University’s expense, and with prior approval of the Executive Committee, retain independent consultants or other expertise to advise the Committee.
- 4.3. Invite key personnel to their meetings to provide information or to report on the areas overseen by the Committee.
- 4.4. Make recommendations to the Board on matters falling within the mandate of the Committee.
- 4.5. Approve collective bargaining mandates.

- 4.6. Approve the hiring of tenure stream and term (one year or greater) faculty members and librarians.
- 4.7. Approve tenure and promotion of faculty members.
- 4.8. Approve permanency and promotion of librarians.
- 4.9. Approve the hiring of senior staff (Vice-Presidents, Registrar, and Deans).

5. COMPOSITION AND TERMS OF OFFICE

- 5.1. The Committee shall be composed of three (3) or more Governors, appointed by the Board, on the recommendation of the Governance, Nomination, and Appeals Committee. All voting members shall be independent to the University, except for ex-officio members, and be familiar with human resources matters (i.e., a working knowledge or substantial experience in terms and conditions of employment, particularly in a unionized environment). At least two Committee members should have a professional human resources background.
- 5.2. The Chair of the Board shall be an ex-officio voting member of the Committee.
- 5.3. The President shall be an ex-officio voting member of the Committee.
- 5.4. Vacancies
 - 5.4.1. Appointed voting members shall hold office until their successors are appointed or they cease to be Board members, whichever comes first.
 - 5.4.2. The Committee Chair shall advise the Chair of the Governance, Nominating and Appeals Committee of vacancies on the Committee.
 - 5.4.3. The Board, on the recommendation of the Governance, Nominating and Appeals Committee, may fill vacancies of members of the Committee for the remainder of the current term of appointment.

6. THE CHAIR

- 6.1. The Board, on the recommendation of the Governance, Nominating and Appeals Committee, shall appoint, from the Committee members, a Committee Chair to preside at its Committee meetings.
- 6.2. In the absence or unavailability of the Committee Chair, one of the other members of the Committee present shall be chosen by the Committee to act in place of the Chair.
- 6.3. The Chair does not vote unless it is needed to break a tie.
- 6.4. The Committee Chair shall fulfil the role assigned to Committee Chairs in the University by-laws, in any role description, and as may be assigned by the Board

7. **QUORUM**

Fifty percent of voting Committee members present in person or by teleconference shall constitute a quorum at a meeting.

8. **WORKPLAN**

The Committee shall:

- 8.1. Develop and approve an annual work plan to be provided to the Board for information.
- 8.2. Report to the Board after each meeting and annually with respect to its workplan and the fulfilment of its Terms of Reference.

9. **MEETING AGENDA**

The agenda for each committee meeting will be prepared by the University Secretary, in consultation with the Committee Chair, the Chair of the Board, the Vice-President, People and Culture and the Vice-President, Academic and Research, and will be approved by the Committee Chair.

10. **MEETINGS**

- 10.1. The Committee shall meet at least five (5) times annually or more frequently as required.
- 10.2. The Committee Chair may call special meetings outside the regular calendar of Board meetings or request electronic voting to attend to time-sensitive matters.
- 10.3. The Committee will hold e-votes, or up to 30-minute meetings, at the discretion of the chair, in the months where there is not a scheduled meeting, for the purpose of approving the hiring of tenure stream, and term (one year or greater) faculty, and librarian appointments.
- 10.4. Meeting materials shall be provided to the Committee in sufficient time to allow for proper preparation, and, ideally, at least one week prior to the date of the scheduled meeting.
- 10.5. It is expected that Committee members shall make every effort to attend all meetings in person or by teleconference. The Committee Chair shall report to the Governance, Nominating and Appeals Committee on member attendance.

11. **CONFLICT OF INTEREST**

Committee members shall adhere to the Board of Governors Code of Conduct, the University's Conflict of Interest Policy and the University's values on accountability and integrity.

12. RESOURCES

The Office of the President shall provide all necessary resources the Committee may require for its proper functioning.

13. RESPONSIBILITIES

13.1. Recruitment and Retention

The Committee shall:

- 13.1.1. Oversee and foster the development of a University recruitment and retention strategy.
- 13.1.2. Oversee the effectiveness of employee communications strategies.

13.2. Employee Relations Metrics

The Committee shall:

- 13.2.1. Ensure the development of indicia or metrics related to employee relations, receive reports against these indicia or metrics, and monitor plans to improve employee relations.
- 13.2.2. Provide annual updates to the Campus Culture Oversight Committee on human resource related trends.

13.3. Compliance

The Committee shall:

- 13.3.1. Receive and assess compliance reports relevant to the Committee's mandate, including workplace health and safety and human rights.
- 13.3.2. Ensure Human Resource practices are subject to regular audits and evaluations to maintain compliance with legal and regulatory standards and oversee plans to remediate deficiencies.

13.4. Succession Planning

The Committee shall provide oversight for the succession planning of senior executives, including receiving updates on planned organizational structure changes, performance management processes and recruitment efforts.

13.5. Labour Relations

The Committee shall:

- 13.5.1. Provide oversight to the development of a philosophy and approach to labour relations that focuses on developing and fostering positive working relationships.

- 13.5.2. Monitor the state of labour relations and provide recommendations and updates to the Board as appropriate.
- 13.5.3. Receive ongoing information on collective bargaining processes, including on the status of negotiations, the administration of collective agreements, grievances, and arbitrations/mediations.
- 13.5.4. Approve bargaining mandates and recommend to the Board adoption of collective agreements.

13.6. Compensation

The Committee shall monitor the appropriateness of compensation philosophies including market differentials, compensation, and employee benefits. The Committee should regularly request comparative market and trend data.

13.7. Hiring, Tenure and Promotion

The Committee shall:

- 13.7.1. Periodically review all the processes and practices related to hiring, tenure and promotion to understand the level of diligence the University undertakes prior to making a recommendation for hiring, tenure, or promotion. Identify any gaps and ensure they are addressed.
- 13.7.2. Review and approve the hiring of tenure stream, and term (one year or greater) faculty members and librarians and inform the Board. The Committee will confirm compliance with the University's processes as part of the President's recommendations and ensure that any concerns are raised prior to approval.
- 13.7.3. Review and approve the hiring of senior executives (Vice-Presidents, Registrar, Deans).
- 13.7.4. Review and approve tenure and promotion of faculty members and permanency and promotion of librarians annually and inform the Board.. The Committee will confirm compliance with the University's processes as part of the President's recommendations and ensure that any concerns are raised prior to approval.

13.8. Employee Renewal Benefits

The Committee shall receive and recommend to the Board the annual employee benefits renewal.

13.9. Policies

The Committee shall advise the Board on policies governing human resources.

13.10. Liaison with Other Committees

- 13.10.1. The Committee Chair will meet annually with the Campus Culture Oversight Committee Chair to ensure matters of collective interest are shared between committees and that work is not duplicated.

13.10.2. The Committee will work in partnership with other Board committees (e.g., Finance Audit and Risk) to align human resources initiatives and other institutional priorities.

13.11. The Committee shall carry out such other responsibilities as may be delegated by the Board.

14. REVIEW OF TERMS OF REFERENCE

The Terms of Reference shall be reviewed annually unless indicated otherwise by the Board.