

University Strategic Plan Steering Committee: Terms of Reference (September 2024)

Summary

UPEI is initiating the process of developing its next five-year strategic plan. The new plan will outline our University's strategic direction and priorities for the years 2025 to 2030.

The planning process will center around a high level of consultation and engagement by members of our university and stakeholder organizations and communities.

Mandate

Consisting of representatives from across the University community, the University Strategic Plan Steering Committee will provide guidance and input on the development of the strategic plan. The Steering Committee will carry out its mandate by

- participating in consultations and engaging with internal and external people and organizations on topics related to development of the strategic plan;
- reviewing consultation input to help identify strategic priorities, themes, and goals that reflect the diverse work of the University and future goals;
- ensuring ideas and recommendations from consultations and feedback processes are brought forward for consideration as the new strategic plan is developed; and
- contributing to the identification and development of metrics for the strategic plan.

The Steering Committee will carry out its mandate keeping the University's commitments to reconciliation, equity, diversity, and inclusion, as well the University's mission, mandate, and values at the forefront of the planning and development process.

Once drafted, reviewed, and revised based on input, the strategic plan will be reviewed by UPEI leadership and Senate, and approved by the Board of Governors.

Membership

The University Strategic Plan Steering Committee will include representation from the University community that reflects the diversity of our people, roles, and commitments.

In addition to representing the diversity of UPEI, Steering Committee members will have a high level of engagement with the University and a broad understanding of the University's role and mission.

Steering Committee members will participate in consultation on and off campus with groups including alumni, sector partners, and Island communities.

Structure

The Steering Committee will be composed of approximately 20 members. Members will represent various UPEI constituency groups in a balanced manner. A commitment to inclusion and diversity reflective of the UPEI community will be central to determining membership.

The Selection Committee will be co-chaired by the UPEI President and Vice-Chancellor and Dean, Faculty of Sustainable Design Engineering, and will have the Director, Strategic Planning as the main staff resource.

Other members of the Steering Committee will include representatives from various groups:

- *Academic Administration*
(Deans, Associate Deans)
- *UPEI Faculty Association Members*
(Faculty members, Librarians, Sessional Instructors, Clinical Nursing Instructors, and Clinical Veterinary Professionals who are currently employed at UPEI in the 2024–25 academic year)
- *UPEI Unionized Staff*
(Members of CUPE 1870, CUPE 501, and IBEW 1928 who are currently employed at UPEI in the 2024–25 academic year)
- *UPEI Contract-Admin Staff*
(Non-executive staff who are currently employed at UPEI in the 2024–25 academic year)
- *UPEI Students*
(Undergraduate, graduate, international, and domestic students who are enrolled in UPEI studies in the 2024–25 academic year)
- *UPEI Alumni*
(Graduates of UPEI, Saint Dunstan’s University, or Prince of Wales College)

Timeframe

The Steering Committee will be engaged from October 2024 through to May 2025.

Members will be expected to attend regularly scheduled meetings from October 2024 to May 2025. In addition, members will be expected to participate in internal and external community consultations as their schedule allows.

Selection Process

A Call for Expressions of Interest to participate as a member of the University Strategic Plan Steering Committee will be shared with University members over a period of one week. The call will be distributed through UPEI Communications and submissions collected via an MS Office Forms questionnaire.

Submissions will be reviewed and committee members selected by the co-chairs of the University Strategic Plan Steering Committee. Selection will be made based on alignment with membership criteria, and a strong commitment to inclusion and balanced representation. Membership will be confirmed the first week of October 2024.