## PURPOSE
The Heads of School Committee will be a forum for the exchange of views on topics across the broad spectrum of matters arising in University Executive and Committees.

## TERMS OF REFERENCE

The University Executive (UE) Heads of School Committee provides an opportunity for the Provost and UE to exchange information about key activities directly with senior administrators from the faculty and University schools.

The Heads of School Committee will:
1. discuss issues that have come before the Senate or UE;
2. provide a forum for raising concerns;
3. share presentations on key issues and activities;
4. be a forum for Heads of School to share arising cross-faculty issues; and
5. present and table proposals for the consideration of UE.

Participation by Heads of Schools on University Executive Committees will be by nomination of the Vice-Chancellor.

### CHAIR
A Head of School elected by the Heads of all Faculty and University Schools

### MEMBERSHIP
- Vice-Chancellor
- Provost and Deputy Vice-Chancellor
- 3 Heads of University School and Dean (from University Schools)
- All Heads of School from Faculties (Including Head of Schools and Deans)
- 4 Deputy Deans (from the two faculties who have opted for a discipline structure)
- 2 Heads of SPARCs
- 2 Representatives of the University Executive
- For 2017 only, the Deans of Medicine, Dentistry, Pharmacy and Nursing

### ATTENDEES
As determined by the Chair when necessary

### QUORUM
A Chair plus half the members will constitute a quorum.

### SECRETARIAT
University Secretariat

### MEETINGS
Quarterly
**UE Heads of School Committee Terms of Reference**

<table>
<thead>
<tr>
<th>REPORTING</th>
<th>University Executive</th>
</tr>
</thead>
</table>