

# **Academic Board Orientation**

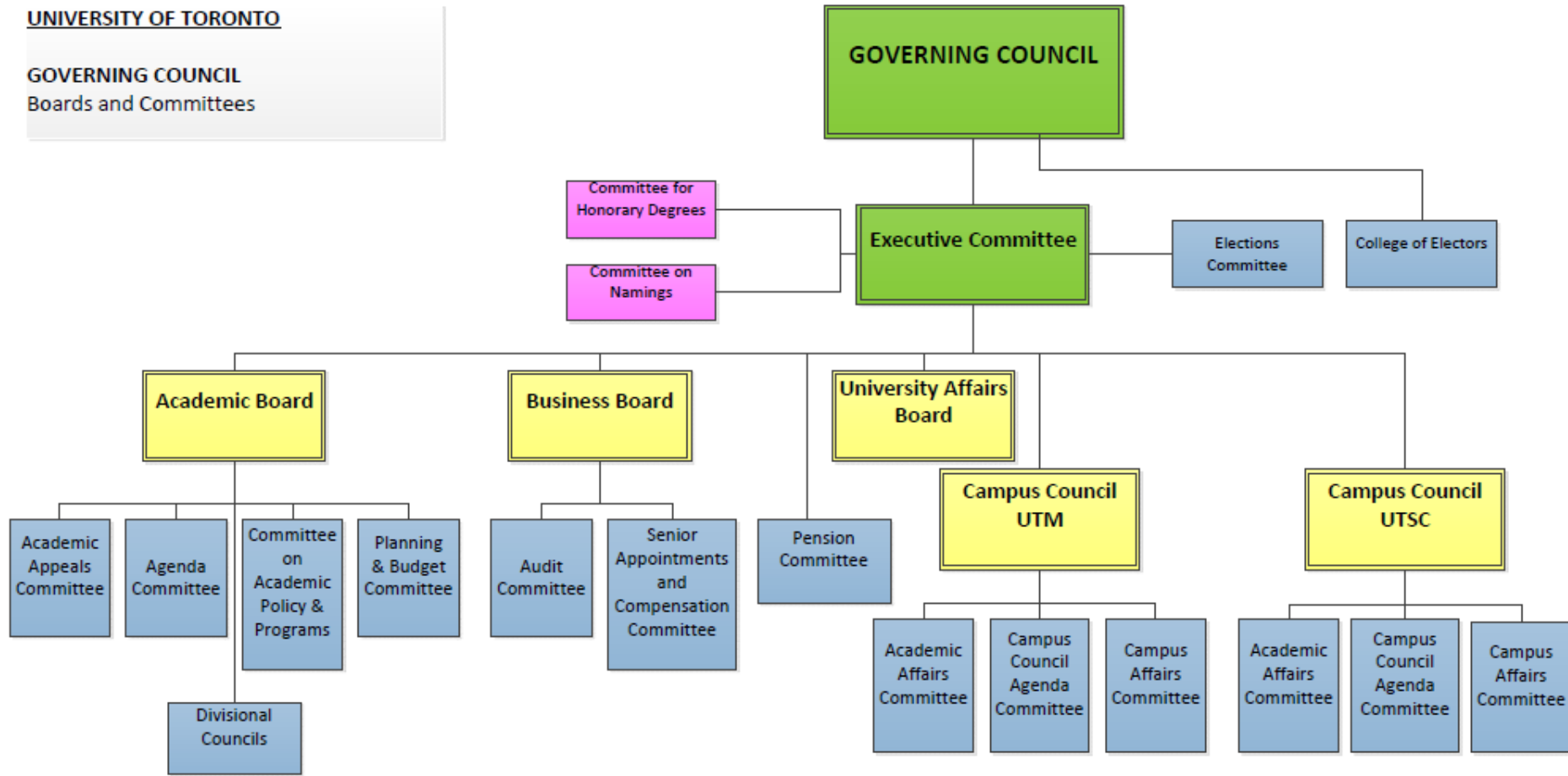
**October 1, 2015**

- 1. Membership of the Board**
- 2. Expectations and Attributes of Board members**
- 3. Responsibility - Mandate and Terms of Reference.**
- 4. Process and the role of the Office of the Vice President and Provost**
- 5. Reference Guide to the Use of Cover Sheets**



UNIVERSITY OF TORONTO

GOVERNING COUNCIL  
Boards and Committees



## Academic Board Membership

- **4 Administrative Staff (appointed members and elected governors)**
- **3 Alumni (appointed members and elected governors)**
- **3 Government Appointees (appointed governors)**
- **2 Librarians (elected members)**
- **16 Students (appointed members and elected governors)**
- **83 Teaching Staff (*ex officio* and elected members, and elected governors)**
- **12 Other *ex officio* members**

**Total – 123**

# Expectations and Attributes of Board Members

**Fiduciary responsibility**

**Governance vs management**

**KNOWLEDGE OF THE UNIVERSITY**

**Honesty**

**Integrity**

**ADD VALUE**

**Ethical conduct**

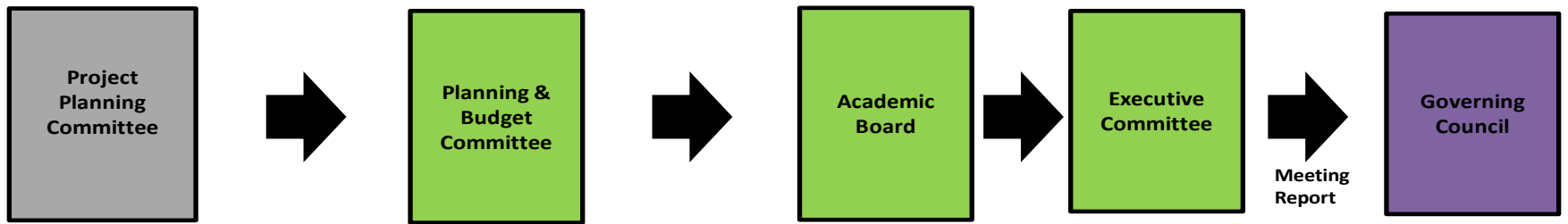
**CONFIDENTIALITY**

**Communicate respectfully**

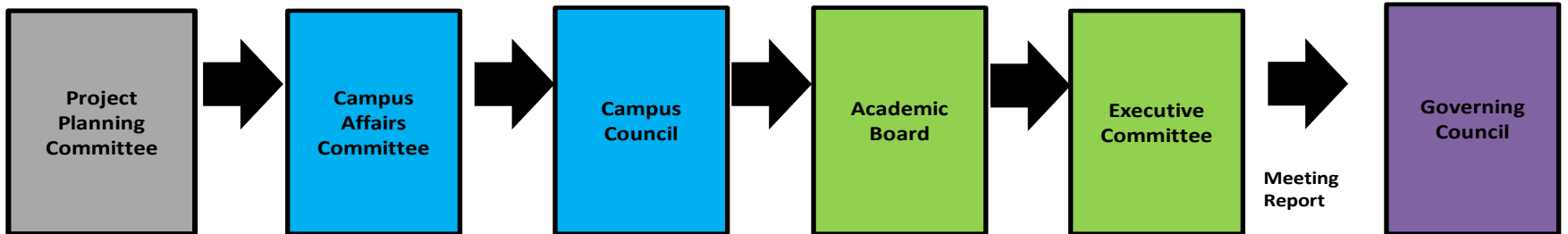
# **Academic Board's Mandate**

- **Teaching**
- **Learning**
- **Research**

### Process for St. George Capital Projects (Level 2)




### Process for UTM and UTSC Capital Projects (Level 2)



# Cover Sheets

- 1 General
- 2 Header Information
- 3 Sponsor & Presenter
- 4 Jurisdictional Information
- 5 Previous Action Taken
- 6 Highlights
- 7 Recommendation

|  UNIVERSITY OF TORONTO   |  | OFFICE OF THE GOVERNING COUNCIL |
|---|--|---------------------------------|
| <b>FOR RECOMMENDATION</b>   | <b>CONFIDENTIAL</b>                      | <b>CLOSED SESSION</b>           |
| <b>TO:</b>  | Name of Governance Body                  |                                 |
| <b>SPONSOR:</b>   | Name, Position, Division/Department/Unit |                                 |
| <b>CONTACT INFO:</b>  | Phone Number, Email Address              |                                 |
| <b>PRESENTER:</b>   | Name, Position, Division/Department/Unit |                                 |
| <b>CONTACT INFO:</b>  | Phone Number, Email Address              |                                 |
| <b>DATE:</b>  | Date Prepared for Date of Meeting        |                                 |
| <b>AGENDA ITEM:</b>   | Item Number                              |                                 |
| <b>ITEM IDENTIFICATION:</b>   |  |                                 |
| The full name of item as listed on the agenda appears here.   |  |                                 |
| <b>JURISDICTIONAL INFORMATION:</b>  |  |                                 |
| Jurisdictional information related to the item and the Governance Body's role is specified here.  |  |                                 |
| <b>GOVERNANCE PATH:</b>   |  |                                 |
| <ol style="list-style-type: none"><li>1. Entry Point Governance Body (Date of Meeting)</li><li>2. This Governance Body (Date of Meeting)</li><li>3. Next Governance Body (Date of Meeting)<br/>+ Governance Body (Date of Meeting)<br/>+ Governance Body [For Information] (Date of Meeting)</li><li>4. Final Governance Body (Date of Meeting)</li></ol> |  |                                 |
| <b>PREVIOUS ACTION TAKEN:</b>   |  |                                 |
| Previous action taken is delineated here.   |  |                                 |
| <b>HIGHLIGHTS:</b>  |  |                                 |
| In respect of the Body's terms of reference, the highlights of the proposal are summarized here.  |  |                                 |
| <b>FINANCIAL IMPLICATIONS:</b>  |  |                                 |
| The financial implications of the proposal are outlined in this section.  |  |                                 |
| <b>RECOMMENDATION:</b>  |  |                                 |
| Be It Recommended to the Next Governance Body:  |  |                                 |
| THAT the action be taken, to be effective on the date specified.  |  |                                 |
| <hr/>   |  |                                 |
| <b>DOCUMENTATION PROVIDED:</b>  |  |                                 |
| First Document Name   |  |                                 |
| Second Document Name  |  |                                 |

**Thank you.**

## **Further Questions?**

Contact:

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