

# Professors Advisory Committee for IT initiatives – Terms of reference –

## Overview

This document provides the terms of reference and the governance structure for the Professors Advisory committee for IT initiatives.

This Advisory Committee will serve as mechanism to consult the Professors community about upcoming and ongoing IT initiatives, specifically to gain understanding of impacts, potential challenges, timing and required tools and support to contribute to planning and implementation success of various IT initiatives.

## Mandate

The primary mandate of this committee is to:

- Create an open forum to discuss with Professors about upcoming and ongoing IT initiatives having impact on uOttawa Professors;
- Identify concerns and potential barriers to succeed for projects and initiatives;
- Discuss potential solutions and contribute to change management strategies;
- Identify support and tools requirements;
- Discuss lessons learned and results of implementation;
- Discuss potential partnerships between professors and institutional IT;
- Discuss potential projects for students involving IT;

## Exclusions:

- This meeting is not aimed at replacing existing governance, negotiations, or relationship between Professors and their faculties or unions.

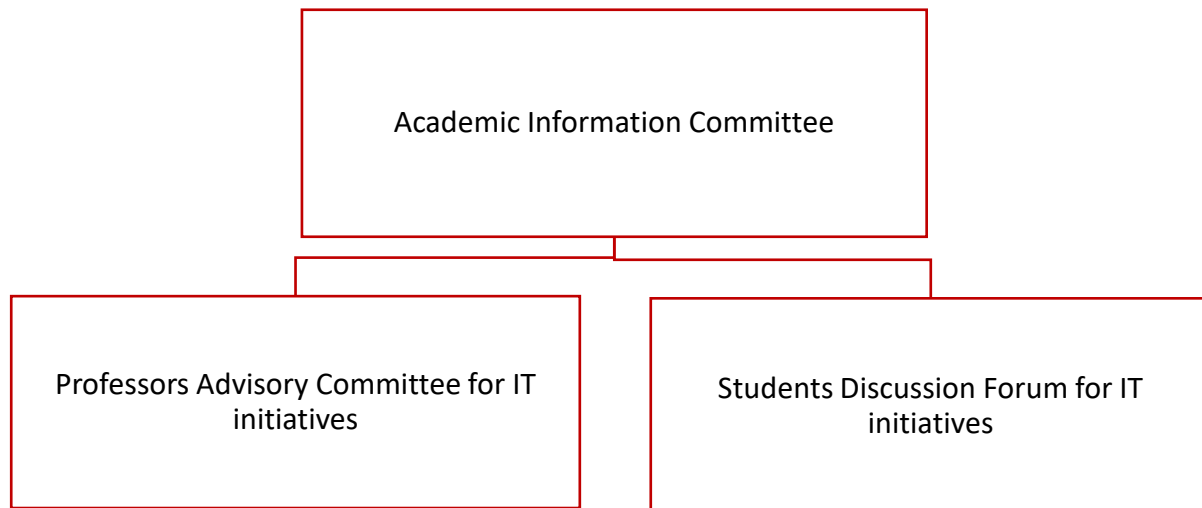
## Meetings and communication channels

- Meetings will be booked on a regular basis (two per semester);
- The meetings will be co-chaired and can alternate chair, depending on availability;
- A Teams communications channel will also be established to facilitate *ad hoc* communications, consultation, and questions amongst membership;
- Should there be specific subjects requiring specific focus, *ad hoc* committees / consultation tables may be formed, as needed.

## Membership and Quorum

- No quorum is set for the committee proceedings, however, members are encouraged to send alternates for meetings they cannot attend, to facilitate communications and information flow;
- The meetings will be chaired by the Institutional IT Deputy CIO, and a designated Professor. The cochairs will ask for topics prior to every meeting and will manage the logistics of the meetings. Unless key decisions are made at the meeting, no formal minutes or records of decisions will be produced.
- The proposed membership:

- Institutional IT Deputy CIO (Co-Chair)
  - Designated Professor (Co-Chair)
  - Volunteer Professors (1 or 2 per faculty, depending on interest including undergraduate, graduate and post-graduate professors)
  - One or two part-time professors
  - One professor from St-Paul University
  - One Professor from Telfer school of business
  - A TLSS representative
  - A librarian
- The chart below describes where proceedings from the Advisory Committee will be discussed.



## History of changes to the Terms of Reference

Revision	Author of change	Date	Comments
0.1	K. Webster	January 2021	First draft for comments
0.2	K. Webster	February 2021	Updated following meeting with T. Chung, A. Erdmer, M. Bernier and A. Leroux.
0.3	K. webster	February 2021	Review of translation notes and adjustments