

MRU Organization Chart

This document is accurate to the best of our knowledge as of November 2013. We ask that any additions or changes to Committees and/or Committee Charters be submitted to office@mrfa.net so the Chart may be kept up to date.

The MRU Org Chart is available here, and short committee descriptions are below. Each committee name, both on the chart and below, is linked to its respective Charter, Terms of Reference, or website.

Collective Agreement

- Tenure and Promotion Process ([article 10-Tenure and article 11-Promotion](#))
- Part-time hiring process ([article 4](#))
- Full time Hiring Process ([article 4](#))
- Faculty Leaves ([article 17](#))
- Faculty Review Committee ([article 12](#))
- Salaries ([article 13](#))
- Benefits ([article 16](#))

General Faculties Council (GFC)

GFC is the senior academic decision- and policy-making body of Mount Royal. Specific powers of the General Faculties Council (GFC) include approval of the granting of diplomas and degrees (other than honorary degrees), approval of the Academic Plan, academic programs, academic policies, academic awards, and the Calendar. The GFC functions through a standing committee structure consisting of 8 committees that carry out much of the detailed work and recommend actions that the GFC should take.

1. [Executive Committee](#)

Call GFC meetings, set agendas, ensure agenda materials are sufficiently developed for debate, assist Speaker, ensure that the decisions of GFC are properly recorded, transmitted to those concerned, and implemented, supervise the work of GFC committees to ensure that the GFC By-laws are followed, review the organization and procedures of GFC and its committees and make recommendations for improved effectiveness

2. [Bylaws and Striking Committee](#)

Recommend, to GFC and/or the Executive Committee, changes to practices, committee structures/membership and By-laws that would improve GFC proceedings. Provide other recommendations and advice as needed.

3. [Library Advisory Committee](#)

Facilitate communication between the Library and the broader academic community, and provide advice and recommendations with respect to Library planning, policies, and priorities and services, where appropriate

4. [Student Awards Committee](#)

Approve terms of reference and criteria for all awards administered by Mount Royal, as appropriate and make recommendations on any new policy or revisions to existing policy governing scholarships, bursaries, and awards

5. [Learning Outcomes Committee](#)

Provide advice and recommendations, through consultation, to GFC on the development, implementation and assessment of institutional learning outcomes (i.e., program, course, institution), as appropriate.

- i. [Academic and Student Services Implementation Committee](#)

Oversee and report to all stakeholder groups on the implementation progress of the Academic and Student Services Plans

6. [Research and Scholarly Advisory Committee](#)
Review annually the Institution's Strategic Research Plan and provide advice on its contents, objectives, and orientation
7. [Appointments Promotion and Tenure Committee](#)
This committee is to recommend to the General Faculties Council the criteria, policies and procedures concerning appointments, promotion and tenure of faculty members subject to any provisions in the Collective Agreement.
8. [Academic Program and Policy Committee](#)
Initiate, review and recommend to GFC policies to maintain and improve academic standards
 - i. Institutional Priorities Committee (Academic Affairs)
Reviews and approves letters of intent proposing new programs, program deletion and program suspension, and forwards them to APPC

Board of Governors (BoG)

The Board is responsible for selecting, appointing and supporting the President, setting the strategic direction and long range plans of the institution, clarifying the institution's mission, approving business plans and monitoring performance, overseeing the educational program, ensuring financial solvency and regulatory compliance, preserving institutional independence, enhancing the public image, and ensuring the effectiveness and functionality of GFC.

1. [Academic Affairs](#)
The Academic Affairs Committee is to advise and make recommendations to the Board of Governors on matters which pertain to academic affairs that fall within the purview of the Board
2. [Campus Development](#)
The Campus Development Committee is to assist the Board of Governors to ensure that the University's buildings, facilities and infrastructure are appropriate for the educational, environmental, social, cultural and economic needs of the University.
3. [Audit and Finance](#)
The Audit and Finance Committee is appointed by the Board to assist the Board in fulfilling its oversight responsibilities with respect to finances, internal controls and risk exposure
4. [Human Resources and Compensation](#)
The purpose of the Human Resources and Compensation Committee is to assist the Board of Mount Royal University improve its effectiveness and to advise the Board regarding contract negotiations, compensation policies for the institution, and compensation for the President.
5. [Governance and Nominating](#)
The purpose of the Governance and Nominating Committee is to assist the Board of Mount Royal University improve its effectiveness, advising the Board regarding governance matters, assisting the Board in developing policies, nominating and recommending potential members for vacancies on the Board of Governors, and recommending Board Sub-Committee appointments to the Board.

Mount Royal Faculty Association (MRFA)

The Mount Royal Faculty Association provides a collective voice for faculty, promotes tenure and academic freedom, advocates for the highest standards of professionalism in higher education, and upholds the values of diversity, equity and human rights.

1. [Executive Board](#)
Responsible for the overall governance, direction, business, and all affairs of the Association, including the establishment of policies and operating procedures, provide advice on the interpretation of the Collective agreement, represent members

- in Grievances &c. The Executive Board is responsible to the Regular Members of the Association. All MRFA Committees report to, and may make recommendations to, the Executive Board and the Membership.
2. [Academic Liaison Committee](#)
Facilitates communications on faculty-specific issues among Faculty Councils and General Faculties Council. This committee is responsible to the MRFA Membership and may make recommendations to it and to the Executive Board.
 3. [Advocacy Committee](#)
Develops and recommends strategies for influencing public policy on post-secondary education, social justice issues, and other areas. This committee is responsible to the MRFA Membership and may make recommendations to it and to the Executive Board.
 4. [Awards Committee](#)
The Awards Committee selects recipients for the Mount Royal Faculty Association Teaching Excellence Awards and makes recommendations to the Executive Board on potential recipients for the Mount Royal Faculty Association Distinguished Service Award.
 5. [Bylaws Committee](#)
Periodic review of the Association's Bylaws and policy documents. This committee is responsible to the MRFA Membership and may make recommendations to it and to the Executive Board.
 6. [Communications Committee](#)
Responsible for enhancing the Association's communications with and among members. This committee is responsible to the MRFA Membership and may make recommendations to it and to the Executive Board.
 6. [Diversity Committee](#)
Recommends ways to enhance faculty, academic and institutional diversity at Mount Royal. This committee is responsible to the MRFA Membership and may make recommendations to it and to the Executive Board.
 7. [Ethics Committee](#)
Ensures that the MRFA Ethics articles are upheld and investigates alleged violations and imposes disciplinary action as necessary.
 8. [Educational Grants Committee](#)
Reviews, approves, and allocates the MRFA's tuition refunds, student scholarships, and scholarships for dependents of MRFA members. This committee may recommend policy changes related to MRFA's Educational grants.
 9. [Faculty Evaluation Committee](#)
Recommends policy and process on faculty evaluation and monitors the evaluation process. This committee is responsible to the MRFA Membership and may make recommendations to it and to the Executive Board.
 10. [Grievance Committee](#)
The Grievance Committee assists the Executive Board in fulfilling its responsibilities for the processing and arbitration of grievances as stipulated in Article 8.2.3 of the Bylaws
 11. [Negotiating Committee](#)
Responsible for collective bargaining. This committee acts independently in the contract negotiation process and is responsible to the MRFA Membership.
 12. [Professional Development Committee](#)
Encourages and facilitates professional development and promotes excellence in teaching. This committee is responsible to the MRFA Membership and may make recommendations to it and to the Executive Board.
 13. [Professional Standards & Governance Committee](#)
Develops initiatives to support and educate members about professional and Association responsibilities not related to teaching. This committee is responsible to the MRFA Membership and may make recommendations to it and to the Executive Board.

14. [Social Events Committee](#)

Promotes and encourages the use of the Faculty Centre and organizes social functions. This committee is responsible to the MRFA Membership and may make recommendations to it and to the Executive Board.

The following committees, groups, and/or departments have administrative functions. They all report back to the groups above through GFC and are bound to follow the articles in the Collective Agreement.

Management Groups

The following committees/groups are loosely grouped, for the sake of this committee list and chart, into 'management groups.' Not all of these groups have managerial capacities but they all assist, through facilitation, recommendation and/or discussion, the overall and day-to-day operations of the University.

i. [University Leadership Group](#)

Provides a forum for the administrative officers of the University to share information, promote discussion and receive feedback. Comprised of all senior administrators, Deans, Directors, Chairs and managers. No management, operational or decision making authority.

ii. [Deans' Council](#)

Advisory to the Provost and VP Academic. This group is also responsible for facilitating and coordinating the operations of the division of Academic Affairs.
Deans' Advisory Groups

iii. [Chairs' Assembly](#)

A forum in which chairs collectively and independently meet to discuss and address issues relevant to the work of Chairs. This group will liaise and meet with other groups as needed and may provide recommendations on MRU policies and procedures as needed.

Chairs' Assembly Agenda Committee

Develops the agendas and is responsible for the records of Chairs' Assembly.

Chair Support Program Operational Team

Develops workshops and provides other resources to assist Chairs in their roles.

President's Office

As part of the governance structure of Mount Royal University, the President's Office has established the following committees:

i. [President's Executive Committee](#)

The President's Executive Committee is the senior operational decision-making body of Mount Royal University. The Committee is chaired by the President and is comprised of the vice-presidents and advisors to the President.

ii. [Budget Advisory Committee](#)

Provides a formal mechanism for broad stakeholder participation in the development of the University's annual budget. Advisory to the President

iii. [University Strategic Council](#)

Supports the development and implementation of institutional plans that have been approved by the Mount Royal Board of Governors. USC may consider major institutional committee work and work of institutional task forces that support but may not be directly identified in institutional plans.

iv. [Public Health Response Committee](#)

Develop and implement a response plan in the case that MRU has a public health crisis. Makes recommendations to the President.

v. [Honourary Appointments Committee](#)

The Honourary Appointments Committee considers nominations for recipients of the title “emeritus/emeriti” and for recipients of honorary degrees

vi. Management Groups and Task Forces

Management groups can provide advice to or be required to report to the President’s Office or its Committees. Task Forces may be created as needed. Contact the [President’s Office](#) for information on current Task Forces.

Academic Affairs

Academic Affairs is responsible, through direct involvement and sponsorship of numerous committees across the institution, for ensuring that academic programs remain relevant, current and offer high-quality instruction, preparing, implementing and updating an Academic Plan, overseeing the development and implementation of new degrees, administering policies and procedures which guide the division, developing, implementing and updating a Comprehensive Institutional Plan, guiding the process of student and faculty recruitment and retention, pursuing partnerships with other institutions, advising on institutional initiatives, fostering a culture of scholarship, directing the establishment of institutes, promoting institution-wide collegiality and co-operation, and overseeing the allocation of space.

i. [Institutional Priorities Committee](#)

Reviews and approves letters of intent proposing new programs, program deletion and program suspension, and forwards them to the [Academic Program and Policy Committee](#) of GFC.

ii. [Academic Scheduling Committee](#): (Policy 516-1)

Under the sponsorship of the Provost and Vice-President, Academic, this committee is responsible for overseeing both the academic scheduling and events scheduling policies from an institutional-wide perspective; providing a forum to identify and resolve issues and challenges around timetabling; working cooperatively with divisions/units to ensure the needs of the students and faculty and in some cases clients are kept in the forefront of the scheduling process; performing continual review and improvement of scheduling business processes; and making recommendations to the Provost and Vice-President, Academic on issues that may arise.

iii. [Program Advisory Committees](#)

The role of advisory committees is to help Mount Royal University ensure that its credit programs, credit extension courses, and credit-free programs and courses meet the needs of its students and of the community it serves. Recommendations of PACs will be submitted to the Dean/Director and the ultimate responsibility for action with regard to these recommendations rests with the Provost and Vice-President, Academic.

ii. Provost’s Advisory Council

iv. Management Groups and Task Forces

Management groups can provide advice to or be required to report to Academic Affairs or its Committees. Task Forces may be created as needed. Contact the [Office of Academic Affairs](#) for information on current Task Forces.

Student Affairs and Campus Life

1. [Concerning Behaviour on Campus Team](#) (CBCT)

The CBC team is responsible for the careful and contextual identification and evaluation of behaviors and/or threats that raise concern and that may precede violent activity on campus. The team will provide regular reports to the Health and Safety Committee.

2. [Diversity Plan Development Committee](#)

This committee is to establish a strategic Diversity Plan, which will serve as a framework for incorporation of principles of diversity, access and equity into Mount Royal’s institutional and departmental policies, procedures and practices.

3. [Student Mental Health Implementation Task Force](#)
The Task Force is to develop an Implementation Plan for Mount Royal University based on the Student Mental Health Task Force (2013) Report. The Plan will be a guide for University departments and employees to address this important issue and ultimately support student success.
4. [Health and Safety Steering Committee](#)
The Committee is to bring together those individuals at the University who have responsibilities and accountabilities on issues of health and safety. The Committee will coordinate those accountabilities to advise, assist and make recommendations on policies and programs that will address the health and safety of members of the University community. Advisory to the President's Executive Committee
5. [Policy 517 Accommodations for Students with Disabilities Review](#)
The purpose of this committee is to conduct a robust review of Policy 517 Academic Accommodation for Students with Disabilities. The Committee will make recommendations to the Vice President Student Affairs & Campus Life and Provost & Vice President Academic.
6. [Student Organizations Development Committee](#)
To develop policy regarding student organizations such as, but not exclusive to, academic interest, societies, legally incorporated organizations, recreation and sports clubs. Mount Royal University policy will encourage and support engagement while considering the image/reputation of MRU and its affiliates.
7. [Sustainable MRU Project-Steering Committee](#)
To build on past efforts of institutional and cultural change at Mount Royal and continue to progress towards a showcase of environmentally and socially responsible organizations. To create an opportunity for students, staff, faculty and administrators to work together to improve the quality of their environment and address important social and economic issues, while assisting with the financial and energy efficiency of Mount Royal.
8. Committees not listed on MRU Org Chart
 - i. [Alumni-Student Mentorship Task Force](#)
The committee is to further community consultation and engagement in the development of an alumni student mentorship strategic plan. This committee reports to Student Learning Services.
 - ii. [Campus Connect Working Group](#)
The purpose of Campus Connect is to improve access to, and awareness of, services, support and opportunities for students within the Mount Royal University (MRU) community. The committee shall make recommendations to the VP of Student Affairs and Campus Life.
 - iii. [Co-Curricular Record Implementation Committee](#)
This committee is to design and implement the co-curricular record (CCR) project at MRU. This committee shall make recommendations to the CCR Steering Committee.
 - iv. [CCR Steering Committee](#)
Oversees the implementation of the CCR Record project (see above).

Research Services

1. [Human Research Ethics Board](#)
This committee is empowered to ensure that all research conducted under the auspices of the University is designed and conducted in such a manner that it protects the rights, welfare and privacy of research participants. This committee has the authority to approve, reject or propose modifications to any proposed or ongoing research involving human participants that is conducted within, or by members of, the institution.
2. [Research & Scholarship Advisory Committee](#)

- This committee provides the AVP Research, GFC and the Strategic Technology Council with advice and recommendations with respect to policies, programs and other initiatives related to research, creative and other scholarly activities at MRU.
3. [Responsible Conduct of Research Committee](#)
This committee is to ensure that integrity is maintained in all aspects of research endeavors and to ensure there is no conflict of interest that may jeopardize the quality of the research undertaken. This committee shall advise the Provost and VP Academic.
 4. [Undergraduate Research Standing Committee](#)
This committee is to examine successes and literature related to undergraduate research programs and recommend a strategy, activities, and performance indicators for implementing and sustaining a program at MRU. The committee shall provide advice to the Provost and VP Academic and to the VP Research.
 5. [Scholarship Review Committee](#) (Internal Grants)
Reviews all institution-wide internal grant applications and makes recommendations for funding to the VP Research. This committee can also be called on to review and provide advice on Human Research Ethics Board Applications.
 6. [Institutes Review Committee](#)
Review, approve, revoke, or amend all institutes, their directors and appointment recommendations to Institute Advisory committees. This committee reports to GFC and the President.
 7. [Animal Care](#)
This committee has authority over all uses of animals in teaching, testing, and research. No research, teaching, or testing project involving animals can commence without prior ACC approval of a written animal use protocol.

MRU Foundation

1. Board of Directors
The Board monitors and approves external funding agreements.
2. [Student Scholarship and Bursary Management](#)
Provides information on current Scholarships and Bursaries and how to donate.

Alumni Relations

1. [Legacy Awards](#)
The Legacy Awards honour and celebrate four alumni per year in different recognition categories: Horizon Award, Lifetime Distinguished Achievement Award, and two Outstanding Alumni Awards.
2. [Chapters](#)
Alumni chapters and branches offer great ways to reconnect with other alumni.
3. [Benefits and Services](#)
[Campus benefits & services](#) at discounted rates and [Partner benefits & services](#) from MRU's affinity partners: TD Insurance Meloche Monnex, BMO Mount Royal University Mastercard, Industrial Alliance Pacific, Bounty Cellars, The Calgary Stampeder Football Club and Renfrew Chrysler.

Other Committees

1. Strategic Technology Council
[Teaching, Learning Technology Roundtable](#)
Advises the Strategic Technology Council (STC) on matters pertaining to the effective integration of educational technologies in teaching and learning. The TLTR focuses primarily on strategic, cross-institutional issues related to the use of technology in teaching and learning, including but not limited to matters of policy, user support, training and PD needs of faculty and instructional staff, piloting and adoption of emergent technologies, and technology infrastructure for teaching and learning.
2. [Day Care Board](#)

3. [Multi-Faith Chaplaincy Council](#)
To provide institutional support and guidance to the Chaplaincy Coordinator and the Multi-Faith Chaplaincy Association and to be the final point of appeal in matters concerning the Multi-Faith Chaplaincy at MRU.
4. [Institutional Event Assessment Team](#)
Developing a process framework that will be used to assess situations that may generate controversy or conflict and presenting recommendations to senior management will assist in the decision making process.

[Students Association at Mount Royal University \(SAMRU\)](#)

The Students' Association of Mount Royal University (SAMRU) is the student government body that represents and serves Mount Royal University students. SAMRU is a charitable organization that owns and operates the student centre, Wyckham House. The Students' Association and student executive offices are located on the second floor of Wyckham House.

[Mount Royal Staff Association \(MRSa\)](#)

The Mount Royal Staff Association endeavors to maintain a mutual and respectful relationship between the Staff and Mount Royal University. The MRSa has the responsibility of ensuring fair and equitable working conditions for staff and strives to uphold a constant communication link between the staff and the University. We recognize and promote important contributions and continued efforts of our staff. In a collaborative effort, the MRSa and Support Staff build the foundation of strength upon which the University rests