

Responsibilities of the Associate Provost (Policies, Procedures and Equity)

Regulations and policies

- Reviewing/updating current regulations and policies;
- Drafting new regulations and policies, as required;
- Advising on interpretation and application of regulations and policies;
- Serving on working groups mandated by Senate to review existing policies

Senate

- Report to Senate on various policies/committees (e.g. Policy on Harassment, Sexual Harassment and Discrimination Prohibited by Law, Employment Equity Policy, Joint Board-Senate Committee on Equity);
- Shepherd approvals of policy revisions through Senate.

Training/information sessions

- Academic Leadership Forum Series - professional development of academic staff (with AP(BR));
- Orientation of new academic staff (with AP(BR));
- Orientation of new academic administrators (with AP(BR));
- Training of harassment assessors (with Legal Services);
- Information sessions on tenure (with Secretariat);
- Information sessions on reappointment;
- Information sessions on promotion to full professor;
- Information session for librarians.

Committees

- Joint Board Senate Committee on Equity (JBSCE) – Chair.
- Academic Policy Committee – Vice Chair.
- Award for Equity and Community Building – Selection Committee – Chair.
- Universal Access Working Group – Chair.

Oversight

- Oversight of Cyclical Unit Review Office, including:
- Cyclical Academic Unit Reviews;
- Annual Reports of academic units;
- Conflict of interest declarations.
- Oversight of the Social Equity and Diversity Education Office (SEDE);

APO functions

- Academic administrative appointments;
- Immigration, reappointment, tenure, promotion;
- Sabbatical leaves, leaves of absence, parental leaves;
- Retirement and emeritus designation;
- CAS promotions;
- Streamlining procedures relating to academic staff.

