

Staff Training & Development (ST&D) Committee Terms of Reference and Membership

Terms of Reference

1. The Committee will be a standing committee of the Staff Relations Committee.
2. The Committee will recommend to the Director, Organizational & Human Development (OHD), appropriate training and development opportunities for UW staff.
3. The Committee will approve all new programming from external vendors directed to staff.
4. The Committee will encourage departments/schools to review existing staff training & development activities and future opportunities.

Notes:

1. The OHD Director, in consultation with the ST&D Committee, will be responsible for preparing an annual report, including a financial summary, to the Staff Relations Committee covering staff training and development offerings over the past year as well as new programming initiatives.
2. Annual increases to the ST&D Fund will continue to be part of the annual salary recommendations provided by the Provost's Advisory Committee on Staff Compensation. The ST&D Fund will be divided 80/20, respectively, on programming and infrastructure costs. The Provost's Advisory Committee on Staff Compensation will monitor and review, as necessary, the appropriateness of this distribution.

Membership [two-year terms, unless *ex-officio*; members are appointed by the Staff Relations Committee]

- Director of Human Resources, Staff & Labour Relations, who will Chair the Committee [*ex-officio*]
- Director of Organizational & Human Development (OHD), or designate [*ex-officio*]
- Three staff who are members of the Staff Association, one of whom sits on the SA Executive Committee, on the recommendation of the Staff Association
- Two staff members, on the recommendation of the OHD Director

Resource Persons [non-voting]

- support staff from OHD, on the recommendation of the OHD Director
- support staff from IST, on the recommendation of the OHD Director

Number of Meetings

The Committee will meet as often as necessary, but not less than five times per year.

/tlc

Approved by the Staff Relations Committee

October 26, 2006