Procedure Number:	**5000p**
Procedure Title:	**Program Advisory Committees**
Approved by:	**Senate**
Approval date:	**November 30, 2015**
Effective date:	**January 1, 2016**
Review date:	**March 7, 2024**
Next review date:	**March 6, 2027**

1. Purpose

1.1. This Procedure supports the Program Advisory Committee (PAC) Policy. It provides the process to be followed to set-up, conduct, and administer the PAC.

2. Membership

2.1. The University PACs will draw their membership from business, industry, professions, and staff or faculty from other post-secondary institutions related to programs of study at University.

2.2. Appointments to PACs will be made by the relevant Department Chair(s) in consultation with the Dean/ Vice President Academic (or their designate).

2.3. Each PAC will normally consist of a minimum of **five** external voting members, who will serve a term of up to two years.

2.4. It is recommended that membership include one alumni of the program as a voting member, who serves for a minimum of two years (E.g., a person not affiliated with University, as an employee, etc.)

2.5. Membership shall include **one** student currently registered in the program as a voting member, who serves for a minimum of 1 year.

2.6. The University voting member representative on the committee shall consist of the Department Chair(s) or designate of the department(s) under which the program is positioned, and they will serve for a term of up to two years.

   2.6.1. In case the program has more than one Department Chair, each department (or division) has at **least one** representative as part of the committee.

2.7. The Chair of the PAC will be the appropriate academic leader for the program(s) of interest.

3. Terms of Reference

3.1. 5000ToR Terms of Reference document to be referred to for member selection and meeting framework.