

Draft Terms of Reference

EMPLOYEE DEVELOPMENT TASK GROUP

Employee Engagement Survey

The following sets out suggested Terms of Reference for the Employee Development Task Group. These must be finalized by the group and approved by the President

Purpose

The purpose of the Employee Development Task Group is to make recommendations regarding the processes by which employees receive feedback on their performance and are given opportunities for growth and development; and, if implemented, will go some ways towards addressing the issues underlying employee dissatisfaction regarding employee feedback and development.

Guiding Principles

- We are always guided by Selkirk's stated values. This task group will be particularly mindful of the following: leadership, discovery, the maintenance of healthy relationships, a positive College environment, integrity and inclusiveness;
- The work of the committee should be forward thinking, constructive, and enact a learning ethic;
- Employee development is considered an on-going process;
- All employees deserve opportunities to grow and develop to their full potential;
- The responsibility for growth and development is a shared one between the employee and the employer;
- Our values state that we will act with integrity at all times. We will always be guided by openness and honesty and we will, to every extent possible, create safe spaces for dialogue and contributions.

Membership - 9

(4) A representative from each employee group;

(4) Members-at-large;

(1) One senior administrator.

Specific Objectives

1. To gain an understanding of what employees were saying through their responses on the Employee Engagement Survey, specifically on the questions related to the following dimensions: “Performance management” and “Career training and development”;
2. To establish criteria for effective feedback processes and suggest approaches that would be appropriate for Selkirk College;
3. To identify current barriers to effectively support employee growth and development and suggest ways of removing or at least minimizing these barriers;
4. To make recommendations on what could be done to address the issues identified and how they could be implemented; and
5. To develop a prioritized set of recommendations and a companion action plan.

Procedures

1. Finalize and agree on the Terms of Reference and forward to the President for approval;
2. Through discussion, consultation and review of relevant material, develop processes and programs which satisfy the group’s purpose and objectives;
3. Prepare recommendations and action plan;
4. Present the Plan to the President for approval.

Key dates

Plan to be presented to President by early December.