



## **PROFESSIONAL MANAGERIAL ASSOCIATION**

### **WESTERN UNIVERSITY**

### **PROFESSIONAL DEVELOPMENT**

### **TERMS OF REFERENCE**

Approved by Board of Directors: February 2026

Reviewed by Professional Development Committee: February 2026

Next Review: September 2026

#### **PURPOSE**

The Professional Development Committee is an advisory committee established to support Western University's strategic priorities by advancing a coordinated, inclusive, and sustainable approach to professional learning and development for Professional & Managerial (PMA) Staff.

The Committee contributes to fostering a culture of continuous improvement, leadership capacity, and career development in alignment with Western's commitments to equity, diversity, inclusion, and accessibility.

The Committee's work is guided by:

- Consultation and collaboration
- Equity, diversity, inclusion, accessibility, and decolonization
- Universal Design for Learning (UDL) principles
- Alignment with Western's Strategic Plan – Towards 150, Western in the World: Global Engagement Plan, Advancing Excellence – EDIDA Strategic Plan and the Indigenous Strategic Plan
- Transparency and accountability

#### **GOVERNANCE**

The Professional Development Committee reports to the Professional Managerial Association (PMA) Board of Directors.

#### **MEETINGS**

The Professional Development Committee will meet 8 times per year over the academic year from September to June. The agenda will be circulated to members 1 week in advance of scheduled meetings and minutes (or follow-up notes) will be circulated one week following the meeting.

The number and schedule of meetings shall be determined by Committee Chair(s) except where other meeting schedules or requirements are laid down in the By-laws or in the resolution creating the committee.



All committee members are expected to attend meetings unless otherwise stated. If a member is unable to attend a particular meeting, they are asked to notify the chair at least 48 hours in advance.

## **MEMBERSHIP**

- Chair
- Vice Chair
- Members at large (must be dues paying PMA members)
- Consulting Associates (non-voting):
  - Human Resources / Benefits Administration
  - Equity, Diversity & Inclusion Office
  - Additional resource members as required

## **TERMS OF APPOINTMENT**

1. Chair – 2 years sequentially
2. Vice Chair – 2 years sequentially

Extensions beyond the 2-year term may be considered and approved by the Board of Directors where appropriate to support continuity and the effective functioning of the committee.

The Committee Chair typically appoints a member to serve as Vice-Chair, with the expectation that the Vice-Chair will subsequently assume the role of Chair. A member of a Standing Committee (i.e., Professional Development Committee) may be designated as the Vice-Chair of the Committee by the Chair of said Committee, subject to approval by the Board of Directors.

## **RESPONSIBILITIES**

The Professional Development Committee shall:

- Provide strategic advice on professional development priorities, frameworks, and overall direction for PMA staff.
- Identify emerging and ongoing professional learning needs through consultation, feedback, and environmental scanning.
- Guide the development, enhancement, and evaluation of professional development programs, resources, and initiatives.
- Promote equitable access to professional learning opportunities across faculties, units, and employee groups.
- Support leadership development, succession planning, and career pathway and internal mobility initiatives.
- Integrate equity, diversity, inclusion, and accessibility (EDIA) principles into all professional development offerings.
- Foster collaboration with institutional partners engaged in learning and development.
- Advise on professional skills and competency development, leadership and management development, mentorship, coaching, and peer learning.



- Support development in change management, organizational effectiveness, wellness, wellbeing, mindfulness, and financial literacy.
- Apply an equity and accessibility lens to all recommendations and initiatives.
- Advocate for accessible formats, delivery modes, and scheduling of learning opportunities.
- Promote inclusive, culturally responsive content.
- Support the identification and removal of systemic barriers to professional learning.

#### Limitations of Authority

- The Committee does not replace managerial responsibility for employee development.
- The Committee does not review or approve individual funding requests.

#### **SUBCOMMITTEES OF THE PROFESSIONAL DEVELOPMENT COMMITTEE**

None