

HR Advisory Committee Charter

Introduction

The University of Virginia aspires to deliver a first-rate workplace experience for all faculty, staff, and team members (employees). To achieve this vision, it is critical to both employees and the University administration that employees have the opportunity to evaluate and advise Human Resources in the development and refinement of program and service offerings. Further, employee input is essential to improving and optimizing communication between Human Resources and the employees it serves. The Human Resources Advisory Committee offers a formal platform through which this important dialogue can be sustained.

Purpose

The Human Resources Advisory Committee (HRAC) shall serve as platform for engagement and feedback between Human Resources and the University communities it serves, with the goal of enhancing the workplace experience at UVA. Advisory in nature, the committee will be engaged with information on new programs and services, changes being considered to existing offerings, and in other matters related to services and programs for employees, and communication between Human Resources and employees. The HRAC is not an advocacy group. It exists to provide constructive, fact-based evaluations of current and future HR endeavors.

Matters brought to the HRAC for consideration may be related and not limited to:

- Compensation, benefits and wellness
- HR service delivery
- Communications
- Talent recruitment
- Talent management

Membership

- The Committee is appointed by the Vice President and Chief Human Resources Officer (CHRO) or his/her designee.
- Committee membership shall be composed of at least 12 members, consisting of faculty, staff, and health system team members as appointed by the CHRO from nominations by schools and business units, including self-nominations. The CHRO may appoint additional at large members and the Committee Chair at his/her discretion. In making the committee appointments, the CHRO will strive to assemble a diverse and representative body that includes members from across the University.
- The Committee will be chaired by the CHRO or designee. One faculty member on the Committee shall be designated to serve as a liaison between the Committee and the Faculty Senate. One of the staff members on the Committee shall be designated to serve as liaison between the Committee and the Staff Senate.
- Committee members will be appointed for three-year terms* with the option for two additional one-year appointments, not to exceed five successive years, at the discretion of the CHRO. If a member reaches the five-year maximum, they may be reappointed after a minimum one-year break in service.

Terms may be staggered in order to ensure continuity for the Committee. The CHRO may terminate a member of the Committee who is unable to meet the Committee responsibilities.

**At the discretion of the CHRO, inaugural appointments may be for shorter and/or varying terms to avoid a situation in which all charter members roll off the committee at the same time.*

Qualifications, Responsibilities, and Expectations of Members

- Members should be actively engaged faculty/staff/team members, viewed as an informal leader and resource by their peers. While a member may bring HR subject matter expertise to the Committee, it is not necessary to be considered for membership, with the key focus of member selection being representation of the diverse University community.
- Those selected to serve will be expected to:
 - Have a strong interest in enhancing the UVA workplace experience;
 - Take an evidence-based approach to understanding and advising on the issues before the committee;
 - Put personal preferences aside and provide feedback based on the needs and interests of the broader University community; and
 - Solicit feedback from peers and bring this perspective to the committee as needed.
- Members will serve as a liaison to other employees and their representative divisions, communicating information as agreed to by the Committee.
- The Committee may study, consider and make recommendations to the CHRO regarding proposed revisions to, modifications of, additions to, or deletions from benefits programs covered by this policy statement. This advisory role does not include the selection or management of vendors, plan investments or other administrative responsibilities; however, members may provide input on program design as related to the needs of participants, provide feedback on communication and education, and advise in other areas.
- Meetings will be held quarterly, with additional meetings as needed based on the work of the Committee. Members are expected to attend 75 percent of the meetings. To ensure a consistent and productive ongoing dialogue, members may not send substitutes.
- Meeting minutes will be recorded for each meeting and a summary posted on the CHRO website.