



University of Pittsburgh Unmanned Aircraft Systems (Drones) Policy Committee Charter

I. Preamble

This body is called the Unmanned Aircraft Systems (Drones) Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor for Research (SVC – R) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01 (formerly 01-01-01), Establishing University Policies, and all other applicable University Policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of proposing a new University Policy, as well as documents that will support its implementation, which will govern unmanned aircraft systems (drones). This new Policy will establish responsibilities for the use of drones in or around University owned or leased property.

III. Background

The SVC-R requested that the University develop a new Policy to govern drone usage at the University because of their expanding use and the increasing regulatory risk. The intended goal of this proposed Policy would be to provide direction to the University community on the acceptable use of drones in and around University property, consistent with applicable law, regulation, and University Policy.

A new Policy would address the use of drones: by, or at the direction of, faculty, staff, and students in connection with instructional, research, outreach, or other institutional activities; by any person or organization in or around University owned or leased property or facilities; and in both indoor and exterior areas. This Policy would not apply to drone operations by the University of Pittsburgh Police Department or other first responder operations conducted in accordance with applicable law.

The Office of Trade Compliance has examined various aspects of compliance and potential operational impacts on the University in consultation with the Faculty Senate Subcommittee on Research, Regional Campuses, student groups, and the Public Safety Department. The consultation process supports University-wide interest for guidance from a University Policy governing use of drones on campus.

IV. Scope and Authority

The Committee will recommend a new Policy and supporting documents governing the use of drones in and around University owned or leased property. In doing so, the Committee's deliberations must address the following topics:

- **Scope of Authority.** Determining the scope of University authority for drone usage on campus and at off campus events.
- **Regulation.** Addressing and incorporating necessary federal and state regulation requirements for drone use.
- **Requirements for Usage.** Defining the requirements that operators will need to meet to use drones on campus.
- **Process.** Documenting the approval process to use drones on or over University property.
- **Enforcement and Penalties.** Developing the process or responsibilities for enforcement and document the penalties that may be warranted for unauthorized drone usage.

V. Responsibilities

As provided above, the Committee is created to propose a new Policy governing the use of drones in and around University owned or leased property. To perform this function, the Committee has the responsibility to:

- Review and analyze Federal Aviation Administration (FAA) requirements.
- Research best practices on developing drone policies.
- Review any relevant policies and procedures utilized by departments within the University.
- Discuss proposals with interested stakeholders in the University community.
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review.
- Develop any supporting documents needed for the effective and efficient implementation of the proposed Policy.
- Consult with the Office of Risk Management, Insurance, and Workers' Compensation during the drafting stages of the Policy and associated procedures to ensure areas of institutional risk and reputation are considered.

It is expected that the Committee will work in confidence to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee will be chaired by **Allen DiPalma**, Director, Office of Trade Compliance. The Committee will include the following members:

1. **Barb Ruprecht**, Director Student Conduct
2. **Helen Britt**, Assistant Legal Counsel
3. **Ted Fritz**, Associate Vice Chancellor, Public Safety and Emergency Management
4. **Brendan Fouracre**, Executive Associate Athletic Director for Capital Planning and Projects and Facility and Event Operations
5. **Bill McGahey**, Sr. Systems Administrator, Student Electronic Resource Center
6. **Jim Lyle**, Sr. Electronics Specialist, Student Electronics Resource Center
7. **Sam Dickerson**, Assistant Professor, Robotic and Automation Society
8. **Amy Buxbaum**, Vice President for Finance and administration, Johnstown Campus
9. **Kate Ledger**, Assistant Vice Chancellor for Marketing
10. **Michael Ramsey**, Professor of Volcanology & Planetary Science
11. **Jay Graham**, Enterprise Architect

Anthony Graham, Senior Policy Specialist, will facilitate and support the Committee on behalf of the Policy Office.

VII. Operations

The Committee will meet monthly, or more frequently as circumstances dictate. The proposed new Policy governing the use of drones in and around University owned or leased property will be submitted to the SVC – R by Fall 2020. The SVC – R may ask for interim status reports.

After the SVC – R's review is complete, the draft Policy will be submitted to the Office of Policy Development and Management (Policy Office) to coordinate its review consistent with Policy AO 01.

VIII. Proposed Policy Review Process

The review process for the Committee's recommended Policy is as follows:

- University comment period;
- Council of Deans;
- University Senate Research Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed Policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs the use of drones, unless otherwise directed by the Chancellor.