



University of Pittsburgh Protection of Minors from Abuse Policy Committee Charter

I. Preamble

This body is called the Protection of Minors from Abuse Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Vice Chancellor of Human Resources (VC-HR), or designee, 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 01-01-01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

This Committee is created to propose a University Policy (or Policies), and supporting documents, that would govern the University's commitment to the protection of minors during University activities and comply with relevant federal and state laws.

III. Background

The Office of Human Resources (HR) has requested that the University develop a Policy (or Policies) that would govern the University's commitment to the protection of minors during University activities. The proposed Policy (or Policies) would include potentially revising and reinstating Policy 06-04-01, Protection of Children from Abuse and Policy 09-09-02, Employing High School Students for Research Experience, which have been suspended since May 2015, after changes to relevant laws on child abuse required the University to update its policies and procedures.

In addition to potentially revising and reinstating Policy 06-04-01 and Policy 09-09-02, a revised Policy on Protection of Minors from Abuse, and its supporting documents, is needed to establish University procedures and guidelines for: (1) registration and administrative approval of University activities involving minors; (2) mandated reporting for suspected child abuse; and (3) requirements for employment positions with regular/routine contact with minors (e.g., background checks).

IV. Scope and Authority

The Committee will recommend a new University Policy (or Policies) on the Protection of Minors from Abuse and supporting documents. In doing so, the Committee's deliberations must address the following topics:

- **Revision/reinstitution of suspended Policy 06-04-01 and Policy 09-09-02.** Consider whether these policies can be revised and reinstated or if entirely new policies are required;
- **Compliance.** Address specific compliance requirements found in federal, state, and local laws relevant to child abuse and protection of minors;
- **Development of University procedures and guidelines for activities involving minors on campus.** Develop necessary procedures and guidelines (e.g., background checks and event registration) for activities involving minors participating in University sponsored activities and non-University sponsored activities; and
- **Consider policy consolidation.** Consider whether one University Policy can accommodate and address all applicable requirements, or if more than one University Policy is needed to govern child protections.

V. Responsibilities

As provided above, the Committee is created to propose a Policy (or Policies) to govern the protection of minors from abuse during University activities. To perform this function, the Committee has the responsibility to:

- Review the University's relevant current practices and resources;
- Discuss best practices in higher education related to the protection of children/minors from abuse, including benchmarking peer universities' respective policies on the matter;
- Consult with schools at the University (including the School of Education, the School of Arts & Sciences, and the School of Law) that may follow other practices related to the protection of children/minors from abuse to ensure the new University Policy (or Policies) provide(s) enough guidance and clearly states any appropriate exceptions to the Policy;
- Incorporate or address applicable local, state, and federal requirements into the proposed Policy (or Policies) and procedures;
- Recommend a draft Policy (or Policies) for review pursuant to the process described in Section VII below, and consider feedback during that review; and
- Recommend accompanying draft procedures needed for the effective and efficient implementation of the proposed Policy (or Policies).

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

The Committee will be chaired by **Mark Burdsall**, Director, Organization Development. The Committee will include the following members:

1. **Nena Ansari**, Assistant Director of Operations, Community Engagement Centers
2. **David Basile**, Lieutenant, Pitt Police
3. **Jennifer Clarke**, Assistant Professor of Pediatrics; Clinical Director, Division of Child Advocacy
4. **John Elliot**, Director, Internal Audit
5. **Brian Hamluk**, Associate Dean and Director of Administration, Student Affairs
6. **Adrienne Holmes**, Director of Conference Services
7. **Saleem Khan**, Professor, Department of Microbiology and Molecular Genetics
8. **Victoria Lancaster**, Director of Shared Services
9. **Mary Beth McCullogh**, Director, University Child Development Center
10. **Wendy Meyers**, Executive Associate Athletic Director, Business Administration and Human Resources
11. **Laurel Roberts**, Provost Fellow for Faculty; Senior Lecturer, Department of Biological Sciences, Dietrich Schools of Arts and Sciences; Assistant Dean, Dietrich Schools of Arts and Sciences
12. **Sue Stokes**, Administrator, Health Sciences Office of Administration
13. **Katie Stumpp**, Director of Sports Camps
14. **Molly Swagler**, Executive Director of Marketing & Engagement, Admissions

Stephen Gilson, Associate Legal Counsel, will support the Committee on behalf of the Office of University Counsel.

Tyler Tenney, Policy Specialist, will help facilitate and support the work of the Committee on behalf of the Office of Policy Development and Management.

VII. Operations

The Committee will meet every other week, or more frequently as circumstances dictate. The Committee's proposed Policy (or Policies) on Protection of Minors from Abuse will be submitted to the VC-HR, or designee, no later than 2019-20 Academic Year. The VC-HR may ask for interim status reports.

After the VC-HR's, or designee's, review is complete, the draft Policy (or Policies) will be submitted to the Office of Policy Development and Management (Policy Office) to coordinate its review consistent with Policy 01-01-01.

VIII. Proposed Policy Review Process

The review process for the Committee's recommended Policy (or Policies) is as follows:

- University comment period;
- Council of Deans;
- University Senate's Benefits and Welfare Committee and the Faculty Affairs Committee;
- Faculty Assembly;
- University Senate Council; and
- Administrative 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 01-01-01.

IX. Amendment

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

This Committee shall expire on the publication of a new University Policy (or Policies) that governs the Protection of Minors from Abuse, unless otherwise directed by the Chancellor.