



**University of Pittsburgh  
Intergovernmental Personnel Act Appointments Policy Committee Charter**

**I. Preamble**

This body is called the Intergovernmental Personnel Act Appointments 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”) and the Provost and Senior Vice Chancellor (“SVC-P”) 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, 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 to govern Intergovernmental Personnel Act (“IPA”) appointments at the University, as well as proposing any necessary documents to support implementation. The Committee will review the benefits to faculty and staff and provide any requirements the University must follow as a participating institution of the Intergovernmental Personnel Act Mobility Program (“IPA Mobility Program”).

**III. Background**

The IPA Mobility Program provides for the temporary assignment of personnel between the U.S. federal government and state and local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. As it pertains to institutions of higher education, the IPA Mobility Program allows for faculty from colleges and universities to rotate into temporary leadership roles in critical federal agencies, such as those that provide the University’s external research funding, and in such leadership roles help set aspects of national research and policy agendas. The IPA Mobility Program is a beneficial opportunity for the University in that the participating faculty have a better understanding of how the government works with institutions of higher education, how faculty and staff can prepare more successful proposals for government funding, and the types of research topics being pursued across the United States.

The University participates in the IPA Mobility Program, though not all departments and not all department leadership are aware of the IPA Mobility Program or the requirements the University must follow as a participant in the IPA Mobility Program. Additionally, the University receives funding from many organizations that support and encourage participation in the IPA Mobility

Program, including the National Science Foundation, the National Institutes of Health, the Centers for Disease Control and Prevention, and the Veterans Administration. This Policy development process will involve, among other tasks, evaluating how the University currently administers its participation in the IPA Mobility Program and how a proposed University Policy on IPAs would improve the University's participation in that program.

#### **IV. Scope and Authority**

The Committee will recommend an Intergovernmental Personnel Act Appointment Policy ("IPA Appointment Policy"), and supporting documents (e.g., guidelines and procedures). In doing so, the Committee's deliberations must address the following topics:

- **Scope of Policy.** Determine which University members and units (e.g., centers, departments, schools) would be covered under the proposed IPA Appointment Policy.
- **Roles and Responsibilities.** Provide roles and responsibilities that are necessary for the successful implementation of an IPA Appointment Policy including, but not limited to, IPA assignees, department chairs, and administrative offices (e.g., Office of Human Resources and Office of Sponsored Programs). This analysis should include all relevant University stakeholders involved before, during, and after an IPA assignment, including options for part-time assignments, performance evaluations, and pay.
- **Implementation.** Clarify the approval chain to receive an IPA assignment and highlight personnel implications and financial responsibilities that a school or unit will need to consider when assessing the request.
- **IPA Program Requirements.** Ensure that a proposed IPA Appointment Policy aligns with the IPA Program requirements, including those program requirements related to an IPA assignee's return to the University following an IPA assignment.
- **Compliance.** Ensure that a proposed IPA Appointment Policy incorporates or addresses any applicable requirements imposed by local, state, and federal laws and regulations.

#### **V. Responsibilities**

As provided above, the Committee is created to propose an IPA Appointment Policy. To perform this function, the Committee has the responsibility to:

- Review and consider the University's current participation in the IPA Program;
- Research and discuss best practices that govern IPAs at peer and aspirant institutions, including a benchmarking of any relevant policies;

- Consistent with the terms of this Charter, consult with University members who have previously participated in an IPA appointment;
- When appropriate, and consistent with the terms of this Charter, consult with agencies the University typically engages with making these appointments;
- Incorporate or address any applicable requirements imposed by local, state, and federal laws and regulations;
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review; and
- Recommend a draft procedure or other supporting documents for review pursuant to Section VIII below that is needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence to have 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, at the direction of the SVC-R and the SVC-P, will be co-chaired by **Rob Cunningham**, Vice Chancellor for Research Infrastructure and **Lu-in Wang**, Vice Provost for Faculty Affairs. The Committee will include the following members:

1. **Daqing He**, Professor and Associate Chair, Department of Informatics and Networked Systems
2. **James Joshi**, Professor, School of Computing and Information
3. **Victoria Lancaster**, Assistant Vice Chancellor for Operational Excellence
4. **Adam Leibovich**, Professor and Arts and Sciences Associate Dean
5. **Christine McDonough**, Assistant Professor, School of Health and Rehabilitation Sciences
6. **Anne Robertson**, Professor, Swanson School of Engineering
7. **Melanie Scott**, Associate Professor and Director of Graduate Education for Surgical Research; Senate Research Committee Representative
8. **Ann Thompson**, Vice Dean and Professor of Critical Care Medicine and Pediatrics
9. **Jeremy Weber**, Associate Professor, Graduate School of Public and International Affairs

**Eric Crossman**, Associate Legal Counsel, will help support the Committee on behalf of the Office of University Counsel.

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

## **VII. Operations**

The Committee will meet weekly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed Policy on IPA Appointments will be submitted to the SVC-R and the SVC-P by the end of Summer 2022. The SVC-R and/or the SVC-P may ask for interim status reports.

After the SVC-R's and the SVC-P's review is complete, the draft Policy will be submitted to the 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.

The Committee shall expire on the publication of a new University Policy that governs IPA Appointments, unless otherwise directed by the Chancellor.