



University of Pittsburgh University-wide Closure and Cancellation Policy Committee Charter

I. Preamble

This body is called the University-wide Closure and Cancellation Policy Committee (“Committee”). It is authorized by the Chancellor and will serve at the Chancellor’s discretion. The Chancellor has authorized the Executive Senior Vice Chancellor for Administration and Finance, Chief Financial Officer (“SVC-CFO”) 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

This Committee is created for the purpose of revising Interim University Policy AO 18, University-wide Closure and Class Cancellation (“Interim Policy”). This Policy outlines the standard for both University-wide cancellations and closures of the University and establishes the roles and responsibilities in the event of a University closure.

III. Background

The University’s approach to cancellations and campus closures has evolved significantly in recent years, particularly following lessons learned during the COVID-19 pandemic. The current focus emphasizes avoiding full campus closures and blanket cancellations whenever reasonably possible. As a result, operational practices have changed substantially and are no longer accurately reflected in the existing Interim Policy. This presents significant gaps in areas such as instructional continuity, decision-making authority, operational and compensation guidelines for various closure scenarios, and communication protocols. Accordingly, the committee is charged with addressing these gaps by providing clear frameworks that align with the University’s evolved approach to managing campus operations during closures.

IV. Scope and Authority

The Committee will recommend a revised University Policy governing closures and cancellations at a University-wide level, as well as any supporting documents (e.g., procedures, guidelines). In doing so, the Committee’s deliberations must address the following topics:

- **Scope.** Define the circumstances under which closures or cancellations across the University or individual campuses may be implemented, and clarify how the Policy applies to third-party service providers, and different operational scenarios (e.g., full closure, partial operations, alternative instruction).
- **Authorization.** Define and establish the authority and decision-making process for determining when a University-wide closure or cancellation is necessary, including identification of key decision-makers and the criteria they should consider.
- **Procedure, Guidelines, and Timelines.** Develop supporting procedures and guidelines that address operational continuity, minimum staffing requirements, compensation practices for various scenarios, communication protocols, and timelines for decision-making and notification.
- **Compliance.** Identify any applicable legal requirements, accreditation standards, and existing University guidelines that intersect with this Policy. Propose amendments or clarification to existing University policies and guidelines to maintain consistency and enforceability.
- **Oversight.** Designate the University department(s) and office(s) responsible for implementing this Policy, coordinating closure decisions, and providing guidance to the University community during closure events.
- **Clarity.** Consider users of the Policy and any associated procedures and guidelines, such that the material is written in a manner that is easily understood by the University community.

V. Responsibilities

As provided above, the Committee is created for the purpose of proposing a new University Policy, and any necessary documents to support its implementation (e.g., procedures, guidelines). To perform this function, the Committee has the responsibility to:

- Review the University's current practices on campus closures and cancellations across the University;
- Consistent with this Charter, consult with relevant stakeholders such as the Office of the Chancellor, University Communications and Marketing, Office of the Provost, Finance & Operations, Regional campuses, and other units involved in closure decisions or operations, as necessary;
- Discuss best practices in higher education related to campus closures and cancellations, including benchmarking policies and procedures from peer institutions;

- Recommend a draft Policy for review pursuant to the process described in Section VII below, and consider feedback during that review; and
- Recommend accompanying draft supplemental documents needed for the effective and efficient implementation of the proposed Policy.

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 not to 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 **Ted Fritz**, Vice Chancellor for Public Safety and Emergency Management. This Committee will include the following members:

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| 1. Julie Bannister | Assistant Vice Chancellor for
Auxiliary Services | Office of Business, Hospitality and
Auxiliary Services |
| 2. Michael Davila | Executive Associate Dean and Chief
Wellness Officer | Division of Student Affairs |
| 3. Jim Earle | Vice Dean of Operations | School of Dental Medicine |
| 4. Dustin Gray | Deputy Athletic Director | Department of Athletics |
| 5. Adam Lee | Vice Provost for Undergraduate
Studies | Office of the Provost |
| 6. William Mitchell | Director of Facilities Services | Office of Facilities Management |
| 7. Lila Rose | Chief of Staff to the Senior Vice
Chancellor for External Relations | Office of External Relations |

8. David Salcido	Assistant Professor of Emergency Medicine	University Senate
9. Chris Tamanini	Director of Compensation	Office of Human Resources
10. Bill Yates	Vice Chancellor for Research Protections	Office of Research Protections
11. TBD	Representative from the Student Government Board	
12. TBD	Representative from the Graduate and Professional Student Government	

Stan O’Loughlin, will support the Committee on behalf of the Office of University Counsel.

Sue Stokes, will support the Committee on behalf of the Health Sciences Administration.

Bob Chamberlain, will support the Committee on behalf of Emergency Operations.

Jamie Wincovitch, will support the Committee on behalf of the University Child Development Center.

Rushika Dias, Policy Specialist, will help facilitate and support the Committee on behalf of the Office of Policy Development and Management (“Policy Office”).

VII. Operations

The Committee will meet monthly, or more frequently as circumstances dictate. The Committee’s revised Policy and any necessary supporting documents (e.g., procedures, guidelines) will be submitted to the SVC-CFO or their designee, no later than Calendar Year 2026. The SVC-CFO may ask for interim status reports.

VIII. Proposed Policy Review Process

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

- University comment period;

- Academic Leadership Team;
- University Senate's Committee on Campus Utilization, Planning, and Safety;
- 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 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.