



University of Pittsburgh Establishing University Policies Policy 01-01-01

Implementing Executive: Senior Vice Chancellor and Chief Legal Officer
Responsible Unit: Office of Policy Development and Management
Category: Administration and Organization
Effective Date: December 13, 2018

I. Purpose

This policy describes and establishes the roles and responsibilities for developing, implementing, and managing the University's Policies (as defined below), including all supporting documents. The objective is to create clear and effective policies that advance the University's mission through a process that is: clear, informed by appropriate consultation, and consistent with the University's governing documents and the principles of shared governance. By adopting this policy, the University seeks to create policies that are current and consistent with applicable law and that advance our mission.

II. Authority

This policy is created under the authority granted to the Chancellor in the University Bylaws to set policies for the orderly and efficient operation of the University (Chapter 1, Section 3.6). It is also consistent with the Board of Trustees' direction that University administrative officers consult with the University Senate on matters of University-wide concern.

III. Scope

The policy applies to all policies and directives established for University purposes under the authority in Section II, unless superseded by resolutions of the Board of Trustees, Bylaws of the University, or applicable law.

This policy defines the conditions under which written directives that apply beyond a single unit (University Policies) are initiated, developed, reviewed, approved, published, and managed. Effective as of the date of this policy's publication, the review, revision, approval, publication, and decommissioning of the University's Policies is governed by this policy and any supplemental documents issued to support its implementation.

Any policies, procedures, or other directives applicable within a single unit may be enacted through a process not covered by this policy. Such directives may further limit or specify, but must not contradict University Policies established under this policy.

IV. Establishment

To achieve the purposes outlined above, the Office of Policy Development and Management (Policy Office) is hereby established by the Chancellor. This Office is led by an Assistant Vice Chancellor for Policy Development and Management (AVC PDM), or equivalent, who reports to the Senior Vice Chancellor (SVC)/ Chief Legal Officer, or equivalent officer. The Policy Office is charged with implementing this policy, including overseeing the creation, review, revision, publishing, and decommissioning of University Policies.

V. Development of University Policy

University Policies shall be created or updated through a process involving the following steps:

- A proposal to initiate a policy development process is submitted to the Chancellor for approval.
- For each approved proposal, a Charter must be prepared and submitted to the Chancellor for approval. The Charter must define: the objective and scope of the policy development or revision; establish a process (generally a committee) to prepare a draft proposed policy or policy revision and its supporting documents; and define the review process. Prior to approval of the Charter, the Chancellor will consult with the University Senate. Approved Charters will be posted by the Policy Office on a suitable website.
- Each approved Charter must define the requirements of the policy development or revision process. That process will be managed and supported by the Policy Office. Changes to the development or revision process must either be consistent with the terms of the Charter, or a new or amended Charter must be approved by the Chancellor.
- A final draft policy must be submitted to the Chancellor for approval. The draft must be accompanied by a summary of the input provided during the review process defined in the Charter. The Chancellor shall inform the University Senate of the final decision to approve or not approve the draft policy.

The Policy Office will establish and manage the procedures by which each of these submissions will be developed and approved.

VI. Publication and Management

All University Policies will be published by the Policy Office in a central location accessible to the University community and any other parties who must adhere to those authorities. The Policy Office will disseminate, publish, and manage, including conduct substantive reviews of all approved policies, in a manner to promote effective implementation of University Policies.

VII. Record Retention

The Policy Office will serve as a central repository and maintain a file regarding the development or revision of a University Policy.

VIII. Responsibilities

- A. AVC PDM – manages the activities of the Policy Office and oversees the execution of its functions as provided in this policy.
- B. Policy Office – responsible for implementing this policy, including overseeing the creation, review, revision, publishing, and decommissioning of University Policies.
- C. SVC/Chief Legal Officer – responsible for overseeing the activities of the AVC PDM and the Policy Office in their implementation of this policy.

IX. Contact Information/Public Accessibility

This policy is posted under Administrative and Organization at the following website:
<https://www.policy.pitt.edu/>.

University Members are encouraged to contact the Policy Office for assistance with understanding their obligations related to compliance with this policy. Contact information for that Office is available at <https://www.policy.pitt.edu/>.