

UNIVERSITY OF PITTSBURGH POLICY 01-04-01

CATEGORY: ADMINISTRATION
SECTION: University Planning
SUBJECT: Planning and Resource Management
EFFECTIVE DATE: July 1, 1989
PAGE(S): 3

I. SCOPE

This policy establishes the administrative organization and responsibilities for University planning and resource management.

II. POLICY

University Administrative Officers at each organizational level are required to review and approve formal planning proposals, manage available resources, and exercise creative academic and administrative leadership fostering new initiatives for strengthening University programs.

The Board of Trustees is responsible for overseeing the University's planning process, advising the administration on policies relating to long-range planning, and approving certain major planning proposals.

The Budget-Audit Committee, a standing committee of the Board, is responsible for reviewing and commenting on budget and financial statements and recommending approval of the University's annual operating budget to the Board.

The President, as chief academic and executive officer of the University, bears ultimate responsibility for the quality and effectiveness of University planning, resource allocation, and management. The President delegates to the principal administrative officers of the University authority for planning and management in their respective areas, but retains authority for approving major planning policies and proposals, allocating resources among the responsibility centers, and approving all planning and management actions requiring consideration by the Board of Trustees.

The President may waive the planning and resource management system process where he deems it in the best interests of the University.

The University Senate, through its committees and the Senate Council, provides advice to the President and to the senior officers with respect to University planning and resource management.

Senior Officers (Administrative officers of the University with the title of President, Provost, Senior Vice President, or Executive Vice President) are responsible for the administration of the responsibility centers, composed of the schools, regional campuses, major research centers, and principal administrative support divisions in their respective areas of responsibility. The senior officers are responsible for encouraging planning initiatives, reviewing and approving planning proposals, recommending the allocation of resources, and management of resources.

The Provost's Advisory Council on Undergraduate Programs (PACUP) and the University Council on Graduate Studies (UCGS) may be requested to advise the senior officers on planning proposals affecting academic matters in their areas of responsibility.

Responsibility Centers are academic and administrative divisions that constitute the major management, planning, and budget units within the University. All programs of the University organized into the following responsibility centers must conform to these planning and resource management policies and procedures:

- Office of the President

- Office of the Provost and Senior Vice President
- Office of the Senior Vice President for Health Sciences
- Office of the Executive Vice President
- Office of the Vice President for Administration
- Office of the Vice President for Finance and Treasurer
- Office of the Vice President for Public Affairs
- Office of the Vice President for Research
- Office of the Vice President for University Relations and Development
- Office of the Vice President for Student Affairs
- Secretary of the Board of Trustees
- Department of Athletics
- Computing and Information Services
- Joseph M. Katz Graduate School of Business
- School of Education
- School of Engineering
- Faculty of Arts and Sciences
- College of General Studies
- School of Law
- School of Library and Information Science
- Graduate School of Public and International Affairs
- School of Social Work
- School of Dental Medicine
- School of Health Related Professions
- School of Medicine
- School of Nursing
- School of Pharmacy
- Graduate School of Public Health
- University of Pittsburgh at Bradford
- University of Pittsburgh at Greensburg
- University of Pittsburgh at Johnstown
- University of Pittsburgh at Titusville
- University Center for Social and Urban Research
- Learning Research and Development Center
- University Center for International Studies
- University Honors College
- University Library System

Heads of Responsibility Centers provide leadership central to the development and implementation of planning initiatives. They are responsible for planning and resource management activities in their respective areas, in accordance with University guidelines, policies, and procedures; and the quality and effectiveness of planning by the departments or offices that report to them.

Faculty of Academic Responsibility Centers, in the spirit of collegiality and in accordance with their formal governance procedures, provide advice to the dean or campus president on planning and resource management matters.

The Office of Administration, under the guidance of the President and in cooperation with principal administrative officers, is responsible for the overall management of the planning and resource management process; developing and revising planning and resource management policies and procedures; guiding, facilitating, and coordinating planning by the responsibility centers; developing and monitoring University budgets; managing the allocation and use of space; and providing staff support to the Board of Trustees and its committees, the President, the Provost, the Senior Vice President for the Health Sciences, and the Executive Vice President.