



University Policy Committee Charter

PURPOSE AND ROLE

Baylor University's University Policy Committee (the "Committee") serves in an advisory role to University Compliance and Risk Services on issues related to University policy matters and reviews draft University policies and policy amendments.

The Committee's purpose is to review, edit, and submit new University policies or revisions to or retirement of existing University policies to President's Council for approval.

To accomplish these goals, the Committee is established with the membership and responsibilities set forth below.

MEMBERSHIP

The Committee is comprised of members who represent a cross-section of the University. The number of committee members or areas represented on the Committee may be expanded or reduced by majority vote of the Committee. Committee members are appointed by departmental leadership and shall serve on the Committee until the end of their employment at Baylor University or departmental leadership appoints a new Committee member.

The Committee's current membership includes a representative from each of the following:

- Financial Services
- Office of the Provost
- Department of Public Safety
- Student Life
- Office of General Counsel
- Human Resources
- Faculty Senate
- Staff Council
- Internal Audit
- University Compliance and Risk Services

Advisory Members

- Staff Council
- Faculty Senate

The University's University Policy & Training Manager, or designee, serves as the Committee's chair.

COMMITTEE MEMBER RESPONSIBILITIES

Each Committee member's responsibilities for advising and supporting the University Policy & Training Manager and assisting with oversight of the University's policy process include, but are not limited to, the following:

- 1) Attend scheduled meetings or send a qualified designee in his or her place if unable to attend
- 2) Serve as a representative for his or her divisional/governance interest during review and comment periods for draft University policies and policy amendments
- 3) Consult on University policy-related issues as they arise
- 4) Assist with assessing the effectiveness of the University's policy process and make recommendations to enhance the University's policy process as needed
- 5) Assist in monitoring the University's compliance with state and federal laws and regulations regarding policy programs
- 6) Serve as a communication liaison within his or her divisional/governance group for University policy related matters
- 7) Committee members shall consult with Advisory Members from Staff Council and Faculty Senate leadership prior to revisions and edits on material revisions to policies having a significant academic, financial, or policy impact on staff and/or faculty, respectively.

ADVISORY MEMBER RESPONSIBILITIES

Each Advisory Member's responsibilities for advising and assisting with the University's policy process include, but are not limited to, the following:

- 1) Review potential draft University policies and policy amendments that apply to his or her constituency.
- 2) Seek out additional input from other Faculty Senate and/or Staff Council members, as necessary to their review process.

MEETINGS

Committee Members shall meet at least six times (bimonthly) per year and additionally as needed. The Committee Chair, or designee, will provide sufficient notice of the dates, times, and locations of the scheduled meetings.

A majority of members present shall constitute a quorum.

COMMITTEE CHARTER

The Committee will review this Charter annually and make any recommendations to incorporate any evolving needs, requirements, or opportunities for enhancement of the Charter's framework.