



**Georgia Institute  
of Technology**

## **Institute Policy Steering Committee Charter**

**Effective Date:** November 12, 2012

**Revised:** February 9, 2015

**Responsible Institute Officer:** Vice President for Legal Affairs and Risk Management

**Responsible Coordinating Department:** Legal Affairs and Risk Management

### **1. Background**

In 2010, a Georgia Tech Masters Series Executive Development Program report recommended that in order for Georgia Tech to successfully achieve best-in-class administrative and business practices and processes, as outlined in its strategic goals, the Institute must commit to excellence in its policy governance and life cycle process. Recognizing this fact, in 2011, President Peterson asked the Executive Vice President, Secretary of the Faculty, and Vice President for Legal Affairs and Risk Management to constitute an Institute Policy Task Force to develop an overall Institute policy governance framework for Georgia Tech.

In 2012, the Institute Policy Task force wrote a Policy on Institute Policies (a.k.a., Institute Policy Development and Life Cycle Process) that was adopted by the President's Cabinet, and created a new central repository for all Institute-level policies – the Policy Library. The purpose of these tools is to reduce risk and confusion, drive policy consistency and compliance, and enhance campus communication about policy. To direct policy development and facilitate policy communication on campus, the Institute Policy Task Force called for a Policy Steering Committee to oversee the Institute Policy Development and Life Cycle Process and maintain the Policy Library.

### **2. Scope**

The Policy Steering Committee is a faculty, student, and staff collaborative body with the authority to:

- A. Answer questions of Institute policy categorization: Administrative or Academic.
- B. Conduct an ongoing assessment of existing Institute policies for coverage, including gaps, consistency or conflict with other policies, evaluate current practice of compliance with the policies, and distinguish between policies, procedures, standards, and guidelines.

- C. Determine policy need, type (either Academic or Administrative), and whether policy revisions are substantial or editorial.
- D. Review proposed Administrative policies and changes to current Administrative policies, as described in the Institute Policy Development and Life Cycle Process.
- E. Facilitate communication between Academic and Administrative policy stakeholders during policy review.
- F. Submit proposed changes to Administrative policies to the President’s Cabinet for review and approval.
- G. Ensure that there is an effective and appropriate communication plan in place to make the affected campus constituents aware of significant policy changes.
- H. Ongoing review of the Institute Policy Development and Life Cycle Process.

### 3. Membership

The Policy Steering Committee is made up of faculty, administrators, and student representatives who will consider the interests of faculty, staff, and students across the Institute. Members include the following or the designated representative:

- Faculty (*Secretary of Faculty*)
- Faculty Statutes Committee (*Chair*)
- Graduate Education and Faculty Affairs (*Associate Vice Provost*)
- Registrar (*Deputy Registrar*)
- Undergraduate Education (*Associate Vice Provost*)
- Research Administration (*Assistant Vice President, Research Administration*)
- Dean of Students (*Dean of Students*)
- Undergraduate Student Government (*Undergrad SGA President or designee*)
- Graduate Student Government (*Graduate SGA President or designee*)
- Human Resources (*Director, Talent Management*)
- Information Technology (*Information Security Policy and Compliance Manager*)
- Administration and Finance (*Assistant Vice President, Administration and Finance*)
- Steering Committee Chair (*Vice President, Legal Affairs and Risk Management*)
- Steering Committee Secretary (*Policy Specialist*)

### 4. References

Resource	Link
Institute Policy Library	<a href="http://policylibrary.gatech.edu/">http://policylibrary.gatech.edu/</a>
Policy on Institute Policies	<a href="http://policylibrary.gatech.edu/policy-institute-policies">http://policylibrary.gatech.edu/policy-institute-policies</a>
Policy Development and Life Cycle Process	<a href="http://policylibrary.gatech.edu/Policy_Development_-_Policy_Development_and_Lifecycle_Process">http://policylibrary.gatech.edu/Policy_Development_-_Policy_Development_and_Lifecycle_Process</a>

## 5. Contacts

<b>Subject</b>	<b>Position</b>	<b>Contact Information</b>
Policy Steering Committee	Vice President for Legal Affairs and Risk Management	(404) 894-6088 pat.mckenna@carnegie.gatech.edu
Academic Policy Process	Secretary of the Faculty	(404)407-6836 ron.bohlander@gtri.gatech.edu
Administrative Policy Process	Policy Specialist	(404) 894-4812 policylibrary@gatech.edu