



Policy Advisory Committee

Charge

The Office of University Compliance (OUC) maintains the University Policy and Standards Manual (UPSM) for Oregon State University. The UPSM describes the policies and standards that are relevant to those within the university community. Amendments to the UPSM will affect the entire university community in various ways. The Policy Advisory Committee (PAC) has been established to get broad input during the policymaking process, to ensure that amendments to the UPSM are enacted in a manner that does not create an unintended burden on any unit, and to identify and resolve potential conflicts before a policy or standard is enacted into the UPSM.

Responsibilities

OUC will request the units below to nominate an individual to serve as a member of the PAC to review and comment on proposed policy and standard amendments (amendments). That individual will be responsible for:

1. Reviewing each proposed amendment
2. Communicating the topic of the amendment to their unit's leadership team as necessary
3. Relaying any proposed edits or issues identified to OUC
4. Working with OUC to resolve identified issues

Process

The PAC will receive draft policies or amendments after they have been initially drafted by the responsible office assigned to that policy or standard and reviewed by OUC and General Counsel. OUC will email a copy of the amendment to each PAC member appointed by the units below. Additionally, offices that are not members of the PAC, but are closely affiliated with the subject of the amendment will be included on an *ad hoc* basis (e.g., an amendment that impacts purchasing will be forwarded to Procurement and Contract Services for review). PAC members will have at least two weeks to review the documents and communicate any concerns to OUC. OUC will then attempt to resolve the identified issues in partnership with the Responsible Office, PAC member, and OGC. OUC will adjudicate edits and comments that are received and retains full authority to approve moving policies forward in the process. Policies are finalized by the Executive Policy and Standards Committee, chaired by the Provost.

PAC Membership

Academic Affairs

Business Centers

Chief Financial Officer

Department of Public Safety

Enrollment Management

Facilities Services

Faculty Senate

General Counsel, appointee depending on topic

Government Relations

Human Resources

Information Technology

Intercollegiate Athletics

Marketing and Relations

Office of Audit Services, appointee depending on topic

Office of Equal Opportunity and Access

Provost's Office

Research

Risk Management/EHS

Student Affairs

University Housing and Dining Services

OSU Cascades

OSU Extension Services