

## **Policy: Policy Committee Policy**

### **I. Purpose of College of Art and Design's Policy Committee**

The purpose of the Policy Committee of the College of Art and Design (CAD) is to develop, revise, approve, and/or seek approval for policies and guidelines that pertain to the functioning of the College. CAD policies may be unique to the College, or they may be based on University policies to which the Policy Committee may add additional requirements or more detailed specifications.

Another important purpose of the Policy Committee is to provide a forum for discussion of current and future College policies among the College's staff and faculty. These discussions help ensure that CAD policies reflect the views and perspectives of the CAD community whenever possible.

A. The Mission of the CAD Policy Committee is to fulfill its purposive roles within the College. These roles include, but are not limited to, developing and maintaining policies and/or guidelines related to activities that occur within CAD.

B. The Goals of the CAD Policy Committee are the following:

- To provide guidance related to operational needs of the College
- To provide increased specificity of University policies and guidelines as they are implemented in the College
- To provide a forum for discussion and approval of procedures and protocols

### **II. Formation of the CAD Policy Committee**

The CAD Policy Committee consists of representatives from the following College functional areas: Office Staff, two representatives; Faculty, four representatives; Student Services, two representatives; Facilities, two representatives; Scheduling, one representative; College Administrative

Services, one representative; RIT Human Resources, one representative; and the Dean or Dean's Designee. The Committee Chair is appointed by the Dean.

The method of selection of the committee members is determined by each of the functional areas. The following are acceptable methods of selection: voting, appointing and consensus. The standard committee membership term is a period of 2 years. Members may serve multiple terms.

If a member cannot complete a term, his/her replacement will be determined by the functional area. This individual will then complete the remaining part of the 2-year term.

When this policy is first adopted, in order to prevent having all members' terms end at the same time, the representatives from each functional area having more than two representatives will have their terms of office established by the area as one- or two-year terms. In this way, no more than one-half of the members on the Committee will be new each academic year. Individuals may be chosen by their functional areas to return to the Committee.

### **III. Responsibilities of Committee Members**

A. Responsibilities of Committee Members: Committee members are responsible for the following:

- Attending all policy meetings as scheduled
- Reading, discussing, reviewing, and editing policies before the Committee
- Actively participating on teams (subgroups) to work on specific policies that will come before the Committee, or to work individually on a policy or guideline
- Researching data and background information that affect Policy considerations; this is likely to include seeking input from individuals external to the Committee who have specific knowledge regarding items under consideration
- Voting on whether a policy is ready to go forward: 1) to [inside.cad.rit.edu](http://inside.cad.rit.edu) if no further approvals are needed, or 2) to the CAD constituency whose input is relevant to a specific policy
- Entering policy work in the correct files on the Committee's fileshare

- Completing the final formatting of a Policy or Guideline in preparation for posting it to inside.cad.rit.edu

B. Chairperson's Responsibilities: The Chairperson has the following responsibilities:

- Setting the agenda for each meeting (with input from the Committee) and sending it to members at least the day before a meeting
- Scheduling Committee meetings at no more than 3-week intervals, with the exception of vacation periods
- Chairing each meeting, asking for team progress reports, facilitating discussions, reviewing and sharing the status of the chair's work, initiating new policy considerations, seeing that the work of the Committee is equitably distributed, appointing a point person for each team
- Seeing that appropriate input and approvals are secured for each policy or guideline
- Ensuring that the most current version of each policy or guideline is posted on inside.cad.rit.edu

#### **IV. Committee Work: Policy and Guideline Formation and Review**

The Committee will adhere to the following process as it proceeds with its work on new or existing policies.

A. Sources of New Policies: Any individual or entity within CAD may suggest the need for a new policy to any Committee member or may request Committee meeting time to present a rationale for a new policy. It is the Committee's decision to determine, in consultation with the Dean, whether 1) a new policy should be developed along with the constituting of a working team, 2) further investigation should first be undertaken, or 3) the suggested policy or guideline should be delayed but should be open to reconsideration at a future date. In all cases, the Committee is responsible for making sure that CAD policies align with all current University policies.

For consideration by the Policy Committee, a suggestion for a new policy or guideline should be in writing to the Chair of the Committee who will distribute it (This may be done electronically.) to Committee members. If

the initiating person so desires, he/she may also present the rationale orally at a Committee meeting after having previously submitted it and arranged a presentation date on the Committee's schedule.

- B. Review of Existing Policies and Guidelines: Any individual or entity within CAD may suggest the need for reviewing and/or changing an existing policy or guideline. The suggested change along with its rationale should be submitted in writing to the Chair of the Policy Committee who will distribute it to Committee Members. If the initiating person so desires, he/she may also present the rationale orally at a Committee meeting after having submitted it in writing and established a date on the Committee's schedule. If the Chair of the Committee expects significant work will be needed on the policy or guideline, he/she may constitute a team to take responsibility for reviewing the policy or guideline.

The Policy Committee then considers, both within the team or as the committee of the whole, topics and/or concerns related to the policy or guideline that may need clarification, expansion, and/or deletion. After deliberations are completed, the Committee forwards the completed policy or guideline to the functional areas within the College who may be interested in reviewing the policy or guideline. Once input is received and considered, the policy or guideline is submitted to the Dean for final approval. If the Dean's approval is received, the Chair of the Committee is responsible for posting the policy or guideline on [inside.cad.rit.edu](http://inside.cad.rit.edu)

- C. Policy Committee approval requires a majority vote of the total of those members present at the meeting at which the vote is taken.
- D. If the Policy Committee identifies any HR issue with regard to either a new policy or to an existing one undergoing review, the issue is referred to the HR Representative on the Policy Committee for investigating and reporting back to the Committee with relevant information.
- E. Notification of the CAD Community: Once a new policy or guideline or an existing policy or guideline that has undergone significant modification has received final approval, the Chair of the Policy Committee posts the policy or guideline on [inside.cad.rit.edu](http://inside.cad.rit.edu). and notifies the CAD community.

**V. Enforcement of Policies**

Policies and guidelines that have received final approval and are posted on [inside.cad.rit.edu](http://inside.cad.rit.edu), the official repository of CAD policies, are within the College Leadership's purview to administer and enforce.

**Vi. Responsibility for Maintaining Authoritative Versions of Policies**

It is the responsibility of the Chair of the CAD Policy Committee to ensure that the most current version of each policy or guideline is posted on [inside.cad.rit.edu](http://inside.cad.rit.edu)

*Effective: April, 2019*