



# California Health Sciences University

## CHSU POLICY DEVELOPMENT COMMITTEE CHARTER

### **I. INTRODUCTION AND PURPOSE**

California Health Sciences University ("CHSU" or "University"), with the support of the Board of Trustees, and the advisory bodies of both the President and the Provost, has created a campus-wide Policy Development Program. This program is designed to ensure CHSU has appropriate policies in place to ensure effective governance and business practices of the University in support of its mission.

The University's Policy Development Program is supported by the work of the Policy Development Committee ("PDC" or "Committee") under the oversight of the University's General Counsel. The purpose of this charter is to outline how PDC will function.

### **II. COMPOSITION**

The General Counsel (or designee) shall serve as the Chair of the PDC. PDC shall be comprised of three representatives selected by the Office of the President and three representatives selected by the Office of the Provost. Each representative selected must be a member of CHSU's administration classification. Appointments of more than one representative from the same department will require the approval of the Chair.

The Chair shall select a member of PDC to serve as the Committee's Secretary. The Secretary shall be responsible for assisting the Chair in tracking meeting agendas, taking the minutes of each meeting, keeping records of policy proposals and approvals, and organizing the electronic files of the PDC.

From time to time, the Chair may invite key stakeholders to PDC meetings to discuss matters before the Committee, as appropriate.

The Chair shall be responsible for keeping the advisory bodies to the President and Provost informed of the work of PDC.

### **III. MEETINGS**

The PDC shall meet as often as needed to conduct the business before the Committee. The Chair shall set the meeting schedule. A majority of the members of PDC, including the Chair, shall constitute a quorum and decisions will be made by a majority vote of the members present.

### **IV. RESPONSIBILITIES AND DUTIES**

As stated in the Board of Trustee's Policy Regarding Approval of University and College Policies: Once a recommendation for a new or revised policy is received by the PDC, the PDC shall convene a meeting to review and discuss the recommendation. The PDC shall determine whether the policy should be implemented and, if so, whether any changes should be made to the



## California Health Sciences University

recommended policy. If changes are necessary, a representative or working group of the PDC shall work with the department head or Dean who submitted the recommendation regarding those changes. Once the changes are completed, the PDC shall review the revised recommended policy and submit the recommended policy for final approval as described below.

The PDC assists the various departments of the University and its component Colleges by administering a clear, coherent, and well-communicated process for creating new policy and amending current policies. PDC guides best practices in University policy governance and ensures collaboration and consistency in University and College-level policy development.

In executing its duties, PDC shall:

- A. Inventory all University and college-level policies, including, but not limited to, University or College-specific governing statutes.
- B. Collaborate with other institutional committees in the areas of ethics and compliance, as well as department heads, to assist with enforcement of policies.
- C. Create a policy repository to serve as an authoritative source for policies.
- D. Assess and improve existing policies for consistency or conflict with other policies.
- E. Manage responsibility charting for the University (e.g., RACI).

The Committee, with approval of the Chair, may delegate its authority and responsibilities as necessary and deemed proper for the efficient conduct of the Committee's business to individual members of the Committee, to a subcommittee or other institutional committee.

- 
- Policy Owner: Policy Development Committee
  - Effective Date: 12/19/2017
  - President Approval Date: 12/19/2017
  - Provost Approval Date: 12/19/2017