



Policy Committee of the University

Purpose & Function

The Policy Development, Approval and Dissemination Policy provides that three University Standing Committees, Academic Council, Employee Benefits Committee and the Policy Committee of the University, are authorized to recommend to the President of the University proposals to establish a new University policy or revise an existing University policy concerning their designated area of responsibility. This mandate is outlined in the December 14, 2018 revision to *The Policy Development, Approval and Dissemination Policy*.

In this capacity, the Policy Committee is responsible to act upon:

- policies affecting more than one major area of the University;
- policies limited to one college or area but having implications for the total University, another major area, or another college;
- policies affecting the objectives of the University;
- policies affecting the long-range development of the University;
- establishing or abolishing a University Standing Committee;
- merging or reconfiguring two or more committees when at least one of them is a University Standing Committee.

The Executive Committee of the Policy Committee of the University

- exercises all of the powers of the Policy Committee of the University when it is not possible to convene the entire committee, and it reports its interim actions at the next regular meeting of the full committee;
- meets with the President of the University and the Secretary of the University and General Counsel about two weeks prior to a full committee meeting to prepare the agenda for the meeting.

Furthermore, *the Policy Development, Approval and Dissemination Policy*, requires that the Office of the Secretary of the University and General Counsel serve to provide administrative support and direction to the Academic Council and the Employee Benefits Committee for the development and dissemination of these policies.



Membership

To assure maximum effectiveness, the members should have a total University viewpoint.

Members of the **Policy Committee of the University** include:

- President of the University (non-voting)
- Provost
- Vice President for Finance and Administration
- Vice President of Operations
- Vice President for Enrollment Management and Student Services
- Vice President for University Advancement
- Vice President for Mission Services
- Executive Director of Human Resources
- Executive Director of Institutional Equity and Inclusion and Title IX Coordinator
- Executive Director of Student Success (Interim)
- Academic Deans
- President of the Faculty Senate
- President of the Staff Senate of Marywood University
- Two full-time faculty members from each college
- Three full-time faculty members at large
- One staff member from Enrollment Management and Student Services
- One undergraduate student
- One graduate student
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- Members of the **Executive Committee of Policy** are comprised of the following members of the Policy Committee of the University:
 - President of the University (non-voting)
 - Chair of the Policy Committee
 - Vice Chair of the Policy Committee
 - Provost
 - Vice President of Operations



- Vice President for Enrollment Management and Student Services or designee
- Executive Director of Human Resources
- Executive Director of Institutional Equity and Inclusion and Title IX Coordinator
- One academic dean chosen among themselves on a rotating basis
- President of the Faculty Senate
- President of the Staff Senate of Marywood University

Method of Selection

All Faculty members are elected through the ballot system coordinated by the Faculty Senate.

The Enrollment Management and Student Services representative is appointed by the Vice President for Enrollment Management and Student Services.

The undergraduate student is appointed by the Executive Board of the Student Government Association in consultation with the Vice President for Enrollment Management and Student Services.

The graduate student is appointed by the President of the Graduate Student Council in consultation with the Vice President for Enrollment Management and Student Services.

Election Process for the Chair and Vice Chair of the Policy Committee of the University

The election process for the Chair and Vice Chair of the Policy Committee is the prerogative of the sitting Chair. At the beginning of the Fall semester, the election of the Vice Chair will occur by electronic ballot sent to the members of the Policy Committee. The position of Vice Chair is a one-year term with the right to succession to the position of Chair for a one-year term at the next Academic Year's



first Executive Committee of Policy meeting. Members of the Policy Committee, eligible for membership for the following year, are eligible for nomination for the position of Vice Chair. Current voting members are eligible to cast a vote.

Term

Elected faculty and the Enrollment Management and Student Services representative serve a term of three years with possibility of re-election to one additional consecutive term. Eligibility is effective again after a hiatus of one year.

Student representatives serve for a one-year term.

Meetings

The committee meets at the call of the Chair.

Documentation Requirements for this University Standing Committee:

As provided in the University Standing Committee Policy, the Chair(s) of this University Standing Committee, in collaboration with the Office of the Secretary of the University and General Counsel, must provide the following documentation at the end of each Academic Year:

Annual Report: **Yes** **No**

Minutes of Meetings: **Yes** **No**

Reports To

President of the University

History

11-8-2002 Revision approved by the President of the University as recommended by the Policy Committee of the University



- 4-17-2004** Authority of the Executive Committee to act for the full committee approved by the President of the University
- 8-31-2004** Clarification approved by the President of the University and added regarding eligibility to chair the committee and eligibility to vote for the Chair
- 6-8-2005** Change in student representation on the committee approved by the President of the University
- 6-30-2007** Membership reduced by one, the Dean of the School of Continuing Education
- 5-2-2008** Title change to Provost and Vice President for Academic Affairs
- 3-2-2009** Manner of election of Chair and Vice Chair approved by the President of the University as recommended by the Committee
- 9-8-2009** Membership on the Executive Committee was expanded, with approval by the President of the University, to include the Vice Chair of Policy and the Provost and Vice President for Academic Affairs.
- 10-12-2010** The titles of Chair of the Support Staff Senate and the Professional Staff Senate have been changed to President of the respective Senate.
- 7-1-2011** Title change to Vice President for Academic Affairs
- 10-14-2011** Revision approved by the President of the University to expand the membership to include the Vice President for Enrollment Management.
- 10-3-2012** Revision approved by the President of the University to expand membership to include one faculty member from the school of architecture.
- 7-1-2013** Title change to Associate Vice President for Human Resources.
- 8-1-2014** Title changed from Vice President for Student Life to Vice President for Enrollment Services and Student Success; position of Vice President for Enrollment Management removed.
- 3-3-2017** A new election process was established at the March 3, 2017 meeting of the Policy Committee. At the first Fall semester meeting of the committee, the position of the Vice Chair is elected via paper ballot. The position of Vice Chair is a one-year term with the right to succession at the next academic year's first Fall semester meeting to the position of Chair for a one-year term.
- 7-1-2017** The Description and the Membership List were revised incorporating the changes that were the result of the SRA Report: Final 29 November 2016 and the Academic Re-structuring as approved by the President of the University.
- 7-1-2018** Title changed from Associate Vice President for Human Resources to Director of Human Resources.
- 5-10-2019** Revision to membership was approved by the President of the University as recommended by the Policy Committee of the University.
- 9-15-2020** Title changes: Under Policy Committee of the University, delete Vice President for Business Affairs and Treasurer; add Interim Vice President of Financial Affairs and Treasurer, and Interim Vice President of Operations; add



Interim to the Director of Equity and Inclusion/Title IX position. Under Executive Committee of Policy, add President of the University and Interim Vice President of Operations.

7-1-2021 The Description and Membership List for this University Standing Committee were revised incorporating the title changes that were the result of the New Organization Structure outlined in the President's Memo dated 5/26/16; the change in method of electing faculty members due to the placing of the Election Committee in abeyance; the merger of the Professional Staff and Support Staff Senates; the addition of the Vice President for Mission Services and the Executive Director of Student Services (Interim) to the membership of the full Policy Committee; and the addition of a documentation section to clarify the report requirements for this Committee.

9-13-2021 The method to elect the Vice-Chair of this USC was changed from paper ballot to electronic ballot at the beginning of the Fall Semester, and the transition of the Vice-Chair to the position of Chair was clarified to start at the next Academic Year's first Executive Committee of Policy meeting, as approved by the sitting Chair and Vice Chair of this committee.

12-23-2021 Update membership as approved by the President of the University.