



**POLICY ADVISORY COMMITTEE**  
**CHARTER**

**I. POLICY ADVISORY COMMITTEE PURPOSE**

The purpose of the Policy Advisory Committee (PAC) is to support Business and Financial Affairs with strengthening the University's policy environment in accordance with Policy FINA 1.10.040 – *Policy on Policies*.

**II. POLICY ADVISORY COMMITTEE ROLE**

The PAC's role is one of active engagement with the University's administration on University policies. Generally, the Committee will:

- A. Support policy development at the University; and
- B. Review and provide feedback on language and scope on new and revised policies.

**III. POLICY ADVISORY COMMITTEE RESPONSIBILITIES AND ACTIVITIES**

The PAC shall fulfill its responsibilities through the following primary activities:

- A. Collaborate, as needed, with University offices on proposals for new, revised, and repealed policies in consideration of their necessity as well as alignment with institutional missions, goals and priorities;
- B. Members of the PAC shall review policies posted to Draft and Revised Policies on the University Policy website: <https://www.du.edu/policy> on a monthly basis, though in extenuating circumstances, the PAC may be asked to review a particular policy on a more urgent basis. Review Draft and Revised Policies at: <https://www.du.edu/policy/draft-revised-policies> and provide input towards conciseness, format consistency, scope and ease of understanding. As part of the review process, the PAC will:
  - i. Identify constituencies and other policies that may be affected; and
  - ii. Provide recommendations to Business and Financial Affairs for consideration; and

**IV. MEMBERSHIP**

The Division of Business and Financial Affairs will facilitate staffing of the Policy Advisory Committee and the work of the Committee. The PAC shall be comprised of no fewer than nine (9) - and up to eleven (11) - members representing a variety of academic and administrative divisions of the University. Members will serve either a one (1)-year or a two (2)-year

term with half of the members appointed for a one (1)-year term, and the remaining members appointed for a two (2)-year term. Terms may be renewed and/or extended upon agreement from the Senior Vice Chancellor for Business and Financial Affairs. The Chair of the Committee shall be appointed by the Senior Vice Chancellor of Business and Financial Affairs. The Chair of the Committee will also solicit volunteers to serve on the Committee, with the goal of ensuring a robust representation of campus constituencies at all times.

## **V. COMMITTEE MEETINGS**

The PAC will meet as needed. Meetings may be held either virtually or in-person.

## **VI. COMMITTEE WORK PROCESS**

### **A. Policy review cycle<sup>1</sup>:**

- i.** On or about the 1st of each month, draft policies (both new and revised) are posted to the Draft and Revised Policies on the University Policy website;
- ii.** The Chair will notify the members of the PAC and other constituencies, that drafts have been posted to the Policy website and are available for review;
- iii.** Between the 1<sup>st</sup> and 10<sup>th</sup> of each month, Committee members will provide comments on the policy drafts;
- iv.** On or about the 10<sup>th</sup> of each calendar month, updated drafts of the policies will be uploaded to Draft and Revised Policies on the University Policy website;
- v.** On or about the 20<sup>th</sup> of each month the final policy is provided to the appropriate Responsible Officer for approval;
- vi.** The final version of the policy, as approved by the Responsible Officer, is presented to the Chancellor or Board of Trustees, as appropriate, for approval; and
- vii.** Following approval, the final policy is added to the University Policy Library.

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<sup>1</sup> A chart outlining the policy review process outlined in the Policy on Policies is included.

## MONTHLY POLICY REVIEW AND APPROVAL CYCLE

TIME FRAME*	APPROVAL STAGE
<b>1<sup>st</sup> thru 10<sup>th</sup> of each month</b>	<ul style="list-style-type: none"> <li>• Newly developed draft and revised policy(ies) posted to webpage: <a href="https://www.du.edu/policy/draft-revised-policies">https://www.du.edu/policy/draft-revised-policies</a></li> <li>• Email requesting PAC review is sent with link to Draft/Revised policies webpage</li> <li>• Prior approved drafts and revised policy(ies) published to the University Policy Library</li> </ul>
<b>10<sup>th</sup> thru 20<sup>th</sup> of each month</b>	<ul style="list-style-type: none"> <li>• Comment Period for draft and revised policy(ies)</li> </ul>
<b>20<sup>th</sup> thru 22<sup>nd</sup> of each month</b>	<ul style="list-style-type: none"> <li>• Following the 10-day comment period, updates are made as necessary and provided to Responsible Officer for approval.</li> </ul>
<b>22<sup>nd</sup> thru 31<sup>st</sup> of each month</b>	<ul style="list-style-type: none"> <li>• SVC BFA presents final versions of policy(ies) to Chancellor and/or BOT, as applicable, for review and approval.</li> </ul>

*\*Time Frame are approximate*