## Policy Review Core Team Charter

## 1. Policy Review Core Team Overview

## Establishment Date: 2/17/2021

## 2. Mission

## The Policy Review Core Team’s purpose is to review university-wide policies and related policy resources (e.g., standards, procedures, guidelines) to encourage consistency, adherence to format, accessibility, style, and language guidelines. The Core Team assesses whether policies and related policy resources promote equity and inclusion, what impacts each policy may have on USC, and confirms each policy’s adherence to applicable law or regulations.

## 3. Authority and Responsibilities

## Review and approve policy creation, revision, and retirement requests

## Oversee the periodic review of policies in accordance with the Procedure on Periodic Reviews

## Request off-cycle policy updates or reviews prompted by, but not limited to, a change in regulation, investigation, audit, changes in campus leadership, or a technology platform change

## Serve as rapid response team to provide guidance and approve policy creation or changes during emergency/time-sensitive events as defined in the Procedure on Emergency Creation, Review, and Approval

## Seek the perspective of relevant subject matter experts (“SMEs”) to inform decisions on policy creation, revision, or retirement

## Share updates on the operational functioning of policy governance with the Policy Governance Committee

## Review this Charter annually and recommend any changes to the Charter that the Core Team deems appropriate

## 4. Membership

## The Core Team consists of representatives from the following areas:

## Academic/Faculty Affairs (Office of the Provost)

## EEO-TIX

## HR

## OCEC

## OGC

## Members of the Core Team are appointed to the Core Team by the Chair, OCEC.

## In addition to the representatives above, there will be ad hoc representation from Policy Owners whose policies are being reviewed in each meeting. The Office of Culture, Ethics and Compliance in its role as the Chair and/or at a request of any other member of the Core Team can invite relevant SMEs to provide the Core Team with assistance in understanding the technical aspects of any policy subject to the Core Team’s review.

Further, a senior leader of the Responsible Office from which the policy creation or revision request is received, will be invited to participate in the discussions and have an opportunity to provide their input and views on the policy.

## 5. Meetings

## The Core Team meets monthly, or when necessary at the call of the Chair. Meeting times and dates will be specified and communicated in advance. A majority of the members of the Core Team constitutes a quorum. Any action that takes place during any meeting at which a quorum is present shall be an action of the Core Team. Core Team members may attend meetings either in-person or virtually and must send a delegate should they be unable to attend.

If the Core Team cannot reach consensus via a simple majority, a representative of the Office of Culture, Ethics and Compliance in its role as Chair will cast a final recommendation on a policy request. If after casting such recommendation, the Core Team still cannot reach an agreement on a policy, the Office of Culture, Ethics and Compliance will escalate the matter to Responsible Office for their recommendation on the policy in question.

## Meeting Frequency: Meeting frequency is set and determined by the Office of Compliance, Ethics and Culture (OCEC). Generally, the USC Policy Review Core Team will meet monthly.

## 6. Agenda, Minutes, and Reports

## The Chair, in consultation with the other Core Team members, shall prepare and/or approve an agenda in advance of each meeting. The Core Team maintains written minutes of its meetings that the Chair will save in a centralized location and distribute following every meeting. The Chair or a designated member of the Core Team will communicate decisions or feedback on policy creation, revision, or retirement requests to the relevant

## 7. Contacts

## Please direct any questions regarding the Committee to:

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| **OFFICE** | **PHONE** | **EMAIL** |
| Office of Culture, Ethics and Compliance | [(213) 740-8258](tel://2137408258) | policy.usc@usc.edu |

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