1. Policy Review Core Team Overview

Issued: 2/17/2021
Last Reviewed: 1/27/2023
Last Revised: 11/02/2022

2. Mission

The Policy Review Core Team's ("PRCT") primary responsibility is to review and approve University-wide policies and related policy documents (e.g., standards, procedures, guidelines) to encourage consistency, adherence to format, accessibility, style, and language guidelines. The PRCT assesses whether policies promote diversity, equity, and inclusion, identify potential policy impacts on the University of Southern California's ("USC") community and ensures policy's adherence to applicable and relevant laws or regulations.

3. Authority and Responsibilities

- Review and approve newly developed policies, policy revisions, archive, and retirement requests on a rolling basis via the policy management system
- Request off-cycle policy updates or reviews prompted by, but not limited to, a change in legal or regulatory requirements, investigation, audit, change in University organization structure or a change in University operations
- Serve as a rapid response team to provide guidance and approve policy development or changes during emergency/time-sensitive events
- Validate relevant subject matter experts ("SMEs") have been consulted on decisions related to policy development, revision, or archive and retirement requests
- Review and approve this Charter annually and recommend any changes to the Charter to enhance operational excellence and program integrity

4. Membership

The Policy Review Core Team consists of representatives from the following areas:

- Academic/Faculty Affairs (Office of the Provost)
- Office for Equity, Equal, Opportunity, and Title IX ("EEO-TIX")
- Human Resources ("HR")
- Office of Culture Ethics and Compliance ("OCEC")
- Office of General Counsel ("OGC")
- Student Affairs ("SA")

Members of the PRCT are appointed to the PRCT by OCEC.

5. Meetings

Meeting Frequency

The PRCT will meet ad-hoc or when necessary as determined by the Office of Culture Ethics and Compliance ("OCEC") for the purposes of discussing the policy in question.

Meetings will be held virtually unless specified otherwise and meeting times and dates will be communicated in advance. A majority of the PRCT members in attendance constitutes a quorum and any action that takes place during the meeting at which a quorum is present will be considered an action of the PRCT. If a PRCT member is unable to attend a meeting, the member should send a delegate in their place as a representative for their respective area.

If the PRCT cannot reach consensus, a representative of OCEC in its role as Chair will provide a recommendation on a policy. If after such recommendation, the PRCT still cannot reach an agreement on a policy, OCEC will escalate the matter to the Responsible Office for their recommendation on the policy in question.

Meeting participants

In addition to the PRCT members above, Policy Owners whose policies are being reviewed will be invited to participate in the meeting. Relevant Subject Matter Experts ("SME's") may be invited to address any technical questions of the policy subject to the PRCT's review.

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

6. Agenda, Minutes, and Reports

If a meeting is deemed necessary, a meeting agenda will be prepared and distributed to the PRCT prior to the meeting along with relevant background materials. OCEC maintains written minutes of its meetings that is saved in a centralized location and distribute following every meeting. OCEC or a designated member of the PRCT will communicate decisions or feedback on policy development, revision, or archive and retirement requests to the appropriate Policy Owner and/or drafter.

7. Contacts

Please direct any questions regarding the Committee to:

OFFICE	PHONE	EMAIL
Office of Culture, Ethics and Compliance	(213) 740-8258	usc.policy@usc.edu