

## Roles and Responsibilities in the University Policy Process

**OSU Board of Trustees.** The Board governs Oregon State University. The Board provides oversight of the university and can set policy, adopt resolutions, or take a variety of actions to carry out the university’s mission. The Board has retained a number of specific authorities and delegated others to the President.

**OSU President.** As delegated by the Board, the President is authorized to undertake all lawful activities to further the operation of the university. The President is the ultimate authority over the administrative policymaking function; university policies & standards become final upon approval by the President.

**Executive Policy & Standards Committee (EPSC).** The EPSC is chaired by the Provost and provides oversight of the university policy program. The EPSC reviews proposed policies and makes recommendations to the President regarding amendments to university policies & standards.

**University Policy & Standards Program.** The policy program manages the university policy process. The Director of University Policy manages the policy processes and maintains the *University Policy and Standards Manual*—the official library for all university policies & standards. The policy program:

- Manages the policy process including vetting, approvals, public notifications, archiving, and other related functions
- Administers the EPSC and PAG
- Provides support, tools, and advice to responsible executives and their offices when prioritizing, drafting, communicating, and implementing policies
- Facilitates meetings among stakeholders during the development of policy

**Responsible Executives.** The university officials who are authorized to develop university policies & standards that govern university functions within their purview. Responsible executives may be the president, provost, vice presidents, or vice provosts, and may designate individuals or offices to carry out their duties as a steward of policies. Responsible executives and their offices are sometimes referred to as “policy stewards.”

Responsible executives have the following responsibilities:

- Conduct periodic reviews of university policies & standards under their purview
- Initiate steps to create, amend, or retire university policies & standards
- Draft and implement university policies & standards, which may include communication and training plans
- Develop unit-level rules, procedures, or guidance documents to carry out policies to ensure compliance and accountability

**Responsible Office.** A unit that is authorized by a responsible executive to develop and carry out university policies and standards. A responsible office contains the subject matter experts on a given policy topic. This office is typically charged with drafting a policy on behalf of the responsible executive. The responsible office is often tasked with implementing a policy and may respond to questions about and provide interpretation of the policy. The responsible office typically reports to an executive level position but may be another person or unit to whom the President has delegated such authority for a specified area of university operations.

**Policy Advisory Group (PAG).** A committee composed of representatives from various university constituencies that reviews new and proposed amendments to university policies & standards. The PAG has the following responsibilities:

- Reviewing proposed amendments (e.g., new policy, policy revision, policy retirement)
- Communicating the topic of the amendment to their unit's leadership team as necessary
- Relaying, in writing, any proposed edits, comments, or questions to the policy director, who in turn shares input with the policy steward for their consideration

**Faculty Senate.** The Faculty Senate is the governing body for academic policy at Oregon State University, representing faculty in all academic and administrative units. It has legislative responsibility regarding academic policies, educational standards, curricula, academic regulations, faculty welfare, and makes recommendations to university administration. The Faculty Senate may be consulted by the policy director or responsible executives when administrative policies have a potential impact or are of particular interest to the university faculty.

**Associated Students of Oregon State University.** ASOSU is an organization to promote academic excellence, encourage the intellectual, social, cultural, and physical development of the student body, and enable the student body to assert its varied interests as citizens and members of the academic community through democratic representation. ASOSU may be consulted by the policy director or responsible executives when administrative policies have a potential impact or are of particular interest to the student body.