

# Staff Council | Policy Review Committee

## Plan of Work 2022-2023 DRAFT

### Members:

*Bill St. Jean, Chair*  
*Gina Coyne, Member*  
*Tina Oware, Member*  
*Dustin Peterson, Member*  
*Marci Sanders, Member*  
*David Ziebarth, Member*

### Committee Summary:

The Policy Review Committee will focus our attention on issues brought forth by Staff Council and its constituents as well as university policies that are up for review by RIT's shared governance groups. We also plan to make significant progress toward completion on the following goals and charges:

### Goals and Charges:

1. The Policy Review Committee will proactively review policies that are included in the University Council Plan of Work for 2022-2023 to review the current policy state, noting any necessary updates, review proposed changes, solicit feedback as appropriate, and prepare a summary of feedback related to the policy and proposed changes. In addition, policies that are scheduled to be reviewed in 2023-2024 will be previewed by the Policy Review Committee in Spring 2023 to prepare for any policies being review in early Fall 2023.

**Measurable outcome(s):** Staff Council will provide feedback and input on policies under review and any proposed changes

### Action items:

- Review policies that are being scheduled to be reviewed this year
- Note any necessary updates to policies

- Evaluate policies and procedures related to RIT staff from an equity lens and identify where gaps exist.
- Review and provide feedback on any proposed changes
- Solicit feedback as appropriate on proposed policies
- Prepare a summary of feedback on policy proposals

**Estimated Timeline:** Ongoing

**Responsible Committee Members:** All committee members will participate.

**Partners:** Tamaira Brown, Policy, University Council and Faculty Senate Coordinator

2. The Policy Review Committee will be available to address policy related issues and concerns brought to Staff Council by staff members.

**Measurable Outcome:** As assigned by the Staff Council Executive Committee, the Policy Review Committee will bring forth issues of concern and encourage evaluation and change whenever appropriate.

**Action items:**

- Review issues brought forth and assigned to clarify any policy oversight of the issue
- Evaluate policies and procedures related to RIT staff from an equity lens and identify where gaps exist.
- Communicate with RIT policy stakeholders to understand the policy and it's applications
- Note any necessary updates to policies
- As appropriate, review and provide feedback on any policy discrepancies or recommended changes
- Prepare a summary of the situation and recommended next steps

**Estimated Timeline:** Ongoing

**Responsible Committee Members:** All committee members will participate.

**Partners:** University partners as appropriate

3. The Policy Review Committee will be available to address perceived gaps and shortcomings in staff-facing policy and policy-related issues as identified by Staff Council members and its constituents. Specific attention will be given to “unspoken” policies or the absence of policies in regard to representing staff interests.

**Measurable Outcome:** As assigned by the Staff Council Executive Committee, the Policy Review Committee will bring forth issues of concern and encourage evaluation and change whenever appropriate.

**Action items:**

- Review issues assigned to clarify the specific policy oversight(s)
- Communicate with staff in an effort to record specific examples of the impact of such policy oversight(s)
- Communicate with RIT policy stakeholders to understand the policy, or an implicit policy’s perceived absence, and its implications and applications
- Note any necessary updates to policies
- As appropriate, review and provide feedback on any policy discrepancies or recommended changes
- Prepare a summary of the situation and recommended next steps

**Estimated Timeline:** Ongoing

**Responsible Committee Members:** All committee members will participate.

**Partners:** RIT Staff; university partners as appropriate.

**Ongoing Efforts:**

- *Review UC Plan of Work for 2022-2023 for Policy Updates*

**Long-term Goals:**

- *Commitment to constituency to bring forth policy issues of concern and encourage evaluation and change whenever appropriate*
- *Engage RIT staff members in discourse as to whether current staff expectations align with RIT policies*
- *Evaluate policies and procedures related to RIT staff from an equity lens and identify where gaps exist.*