



## Wayne State University Policy Designee Roles and Responsibilities

### Purpose

It is necessary for university employees involved in the university's policy-making processes to understand their roles. For the purposes of Wayne State University policies, policy designee roles and responsibilities have been defined below.

<b>Role</b>	<b>Responsibility</b>
Academic Senate	A group of academic representatives responsible for reviewing matters of <u>educational policy</u> affecting the University community.
IT Steering Committee (ITSC)	The executive-level technology steering committee at Wayne State University. The ITSC makes final recommendations to the President on strategic technology matters.
The Administrative Conference	A group that serves as advisory to the University administration. Membership includes single representative from each S/C/D, as appointed by the appropriate dean or vice president in recognition that the representative must be authorized to speak for the unit; Responsible for recommending policy of administrative matters; including, development and/or advise on APPMs, Board statutes, University policy and policy statements; May also include internal operating procedures of administrative units that wish to seek input from the Conference; Assist S/C/D and other units of the University in the implementation of established administrative policies and procedures; Recommend the need for new <u>administrative policies</u> or revisions in existing policies.
Council of Deans	Acting in their role as advisors and chief academic officers of their respective schools and colleges, the Council of Deans may from time to time develop proposals for the adoption of policies related to the <u>academic affairs</u> of the University.
Graduate Council	A group established by the Board of Governors; Granted the authority and responsibility for the development of basic policies for the graduate education system and for the encouragement, improvement and evaluation of graduate programs throughout the University.
Policy Owner/Co-owner	A dean or equivalent officer who wishes to implement policies within <u>his/her School/College/Division</u> ; Responsible for reviewing, updating and/or



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	recommending policies within his/her areas of responsibility; Collaborates and coordinates with policy stakeholder(s) for input prior to submission of final policy draft for review and approval.
Policy Reviewer	An S/C/D representative who is actively involved in the policy, procedure or the process; Responsible for reviewing policy to ensure that it does not conflict with other university policies, regulations, procedures or processes.
Policy Stakeholder	An S/C/D representative who is responsible for implementing policies and/or communicating policies to university constituents or in his/her respective area.
Policy Writer	An S/C/D representative <u>designated by the Dean or equivalent officer</u> to draft policies for his/her respective S/C/D ( <b>final draft must be approved by the dean or equivalent officer prior to submission</b> ); Responsible for reviewing, updating and/or recommending policies within his/her areas of responsibility; Collaborates and coordinates with policy stakeholder(s) for input prior to submission of final policy draft for review and approval.
Policy Review Group Member	A university representative who is a member of the Human Resources Policy Review Group (HRPRG); Responsible for reviewing select policies, as necessary to assist in alleviate procedural oversight.