

Policy Management Group Charter

Purpose and Charge

The Policy Management Group (PMG) is charged by the Provost and Executive Vice President and the Senior Vice President and Chief Operating Officer with facilitating a timely, transparent institutional policy process for George Mason University implementing Policy 1101 and its associated procedures. This includes all types of policies and associated procedures that are implemented at the institutional level (including but not limited to University Policies, University Catalog, Faculty Handbooks, Codes of Conduct, and Guidelines). The purpose of the PMG is to provide an opportunity for feedback and input from multiple campus stakeholders to ensure comprehensive policy review, reduce the likelihood of unintended consequences from policy changes, and facilitate a transparent policy process that includes clear communication with the campus community.

Local academic units and administrative departments may develop and set their own internal policies and procedures that impact solely their unit in alignment and compliance with university policy; these procedures are out of the scope of the PMG.

Responsibilities

The policy manager(s), with PMG engagement, will:

- Implement Policy 1101 and its associated procedures.
- Coordinate policy review and approval processes across institutional units.
- Ensure legal compliance and risk mitigation through consultation with the Office of Institutional Compliance, the Chief Risk Officer, and Office of University Counsel.
- Maintain records of policy development and revisions.
- Communicate policy updates to the university community in a timely manner.

Composition

Co-chairs:

- Assistant Provost for Academic Affairs
- Interim Vice President for Enterprise Risk Management

Policy Manager: Committee Facilitator and Recordkeeper, ex officio

Office of University Counsel: Provide legal advice to Committee, ex officio

Office of Institutional Compliance and Ethics: Provide compliance feedback, ex officio

Unit and policy area representatives designated by the Senior Leadership Team (SLT) in consultation with each unit to ensure appropriate representation. Co-chairs can adjust membership as needed, in consultation with the EVP/Provost & SVP/COO.

SLT Area	Area Represented	Representative (selected in collaboration with area/unit, should also select alternate)
President	Athletics	
	Human Resources	
	Office of Access, Compliance, and Community	
Provost	Accreditation	
	Office of Institutional Effectiveness and Planning	
	Graduate Education	
	Office of International Programs and Services	
	Registrar & Financial Aid (should liaise with APAC)	
	Research Administration: Research Council, Research Integrity	
	Undergraduate Education & Academic Advising	
	University Life (should also liaise with Student Senate)	
SVP & COO	Auxiliary & Business Services	
	Facilities & Campus Operations	
	Information Technology Services	
	Risk, Safety, & Resilience	
SVP & CFO	Fiscal Services	
University-Wide Representatives	Staff Senate	
	Academic Policies Faculty Senate representative: Academic Policies Committee	Chair or member of Academic Policies Committee
	Faculty Policy Representative: Faculty Handbook Committee, Faculty Matters	Chair or member of Faculty Handbook Committee
	Faculty Research Representative: Research Advisory Committee, Intellectual Property Committee	Chair or member of Research Advisory Committee

Governance and Decision Making

- The PMG operates under the authority of the Provost & Executive Vice President and the Senior Vice President & Chief Operating Officer, serving solely in a review and advisory capacity. It does not hold policy approval authority.
- Recommendations are made by consensus whenever possible; otherwise, by majority vote of members present.

- Legal and compliance issues will be referred to the Office of University Counsel and/or Office of Institutional Compliance.

Communication and Transparency

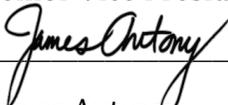
- PMG will provide input to a public-facing website with meeting agendas, policy updates, and timelines.
- Stakeholders will be invited to provide feedback during policy development and revision phases, which takes place prior to PMG review and input.

Charter Approval:

Signed by:

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Julie Zobel
Senior Vice President and Chief Operating Officer


James Antony
Provost and Executive Vice President

2/3/2026

Date

January 29, 2026

Date