

Policy 301: PRC Liaison Responsibilities

The UNC-Chapel Hill Policy Review Committee (PRC) includes individuals from units across campus known as Policy Liaisons. During its monthly meetings, the PRC discusses upcoming policy changes. The PRC is not an approval body for University policies, but instead serves as a group of individuals representing a variety of perspectives that provides feedback on potential policy changes and helps to communicate those changes out to the broader University community.

PRC Liaison Responsibilities

If your Unit brings a policy to the PRC.

Help Write Policy Language - Unit PRC Liaisons should coordinate with those in your Unit that are writing the policy language.

Note: If the Policy you are proposing affects Units other than your own, you should also coordinate with affected Units beforehand to prevent conflicts with existing policies, and gain support and awareness for your policy.

Submit an Executive Summary - Provide an Executive Summary to the Office of Ethics and Policy ten calendar days before that month's [PRC meeting](#).

Submit Information/Documentation - Your Unit must submit the following items to the Office of Ethics and Policy with your Executive Summary, no more than one business day later.

- New University Policies created by your Unit, and/or
- Material Substantive Revisions to existing University Policies.

Attend All PRC Meetings - Since the Unit is presenting, either you, the policy's issuing Officer, or their designee will give a 5-10 minute presentation of the policy summarizing its purpose and the real-world implications of the new or updated policy. You may use PowerPoint during your presentation but are not required to.

Note: Be prepared to answer questions about your Unit's policy during the meeting.

Provide Feedback - Confirm whether the policy is ready for publishing, or whether changes are needed with the Office of Ethics and Policy after the meeting.

If someone else brings a policy to the PRC.

Read All Executive Summaries - These summaries are provided by the PRC Chair one week prior to each PRC meeting.

Attend All PRC Meetings - Unless you have an unavoidable scheduling conflict, you are expected to participate in the PRC meeting to provide feedback to presenters during the meeting. This is one of the most important and effective ways to ensure Units write and implement well-designed policies.

Note: If you are unable to attend, you should designate a backup to go in your place, and/or at minimum, provide constructive written feedback on behalf of your Unit to presenting Unit and or PRC Chair before that month's meeting.

Communicate - Inform your Unit of new/changed Policies, Standards, and Procedures affecting your Unit to your Unit's leadership in whatever way is most effective for your Unit.

Facilitating Unit Policy Revisions In Your Unit

- Assist the Issuing Officers or their designee(s) in updating out-of-date policies while aligning with the Office of Ethics and Policy's Style Guide.
- Connect the Issuing Officer or their designee(s) with the Office of Ethics and Policy for assistance with research, writing, or updating the policy repository.