“Cut the Red Tape” Committee Charter

1. Purpose

The *Cut-the-Red-Tape Committee* is established to identify, evaluate, and streamline university processes, workflows, and policies that create unnecessary administrative burden or delay.

The committee’s goals are to improve efficiency, reduce workload for faculty, staff, and students, and promote a culture of trust, agility, and accountability in university operations.

The committee’s role is to provide strategic guidance and prioritization. Detailed analysis and implementation will be conducted primarily by subject-matter experts in relevant positions and offices.

2. Membership

The committee will be of limited size and will include representatives from faculty, staff, and administrative offices. Members will serve three-year renewable terms.

3. Guiding Principles

- **User-Centered Design:** Prioritize the experiences of users, our faculty, staff, and students, in rethinking processes.
- **Evidence-Based Decision-Making:** Use data, feedback, and benchmarking to inform recommendations.
- **Collaboration and Communication:** Work collaboratively across units, maintaining open dialogue and ensuring broad input.
- **Sustainability:** Implement improvements that are practical, maintainable, and adaptable over time.
- **Commitment to Deep Dive:** Engage resources and time to conduct deep examination of operations.

4. Scope of Work

The committee will:

- **Identify systemic administrative burden** with input from faculty, staff, and students regarding policies and procedures that are inefficient, redundant, or unclear.
- **Provide governance and escalation** on matters requiring institutional resolution and ensure appropriate referral to responsible offices or executive leadership.

- **Review and advise on improvements** — assess policies and process changes intended to streamline, consolidate, or eliminate unnecessary administrative requirements.
- **Oversee evaluation of reforms** — review outcomes of pilot initiatives and improvement efforts to inform broader institutional decisions.
- **Coordinate with administrative leadership** — engage HR, finance, academic affairs, IT, and related areas to ensure alignment with institutional priorities, systems, and regulatory obligations.
- **Monitor impact and maintain transparency —** establish performance measures and provide regular reporting on decisions, progress and outcomes.
- **Develop training plans** to foster a culture of continuous improvement

5. Deliverables

The committee's work will be **ongoing and iterative**, with regular assessment and continuous improvement. Deliverables include:

- **Process Review Summaries:** Documentation of administrative processes reviewed, including identified challenges and opportunities for improvement.
- **Recommendations Portfolio:** An evolving set of proposals for policy and process revisions, including rationale, projected impact, and implementation guidance.
- **Progress Updates and Impacts:** Regular updates highlighting implemented changes, outcomes, and user feedback.
- **Annual Summary Report:** A concise review of activities including implemented improvements, and next priorities.