

## **ADVISORY COMMITTEE ON WORKPLACE VIOLENCE PREVENTION**

### **Function**

The function of this committee is to implement and coordinate the Workplace Violence Prevention Program, which includes the following:

1. Implement, monitor, and assess all campuswide efforts to address issues of workplace violence;
2. Develop, implement, coordinate, and modify University policies and procedures related to workplace violence;
3. Coordinate, monitor, and assess University responses to actual incidents of workplace violence on campus;
4. Keep records of violent events and responses;
5. Issue specific guidelines to address situations involving potential or actual workplace violence;
6. Form an Incident Response Team in accordance with Article V of the Workplace Violence Prevention Program Policy;
7. Recommend further interventions or training;
8. Serve as a communication conduit with committee members' constituents; and
9. Provide an annual report of program, incidents, and activities to the Senior Vice President for Administration and Finance.

The committee is appointed by the President and reports to the Senior Vice President for Administration and Finance.

### **Membership**

The term of service shall be two years except for the student member, who will serve a one-year term.

Associate Vice President, Human Resources, who will serve as chair  
Academic Personnel representative, nominated by the Associate Vice Provost for Academic Personnel  
Human Resources rep., who will serve as vice chair, nominated by the Associate Vice President of Human Resources  
Counseling Services representative, nominated by the Executive Director, Campus Health & Wellbeing  
University Police representative, nominated by the University Police Chief  
Risk Management representative, nominated by the Risk Manager  
Student Relations and Judicial Affairs representative, nominated by the Vice President for Student Affairs  
Housing representative, nominated by the Executive Director of Housing  
Student representative, nominated by the President of ASI  
Academic Senate representative, nominated by the Executive Committee of the Academic Senate  
Cal Poly Corporation representative, nominated by the Executive Director of the Cal Poly Corporation  
Associated Students Inc. staff representative, nominated by the Executive Director of ASI  
Academic Affairs representative, nominated by the Provost  
Student Affairs representative, nominated by the Vice President for Student Affairs  
Administration and Finance representative, nominated by the Senior Vice President for Administration and Finance  
University Advancement representative, nominated by the Vice President for University Advancement  
University Counsel, ex officio and consultative resource (non-voting)

### **Meetings**

Quarterly or more frequently as scheduled by the chair.

Established January 2002  
Editorial revisions July 2003 & September 2004 & September 2006  
Academic Senate nomination revision December 2008  
HR Ex. Dir. added as chair, removed AVP for Admin position, June 2009  
Title changes, Sept. 2010, Aug. 2011, June 2012, Oct. 2015