



University of Pittsburgh Enterprise Software Review Committee Charter

I. Preamble

This Charter establishes the University of Pittsburgh Enterprise Software Review Committee. It is authorized by the Vice Chancellor and Chief Information Officer (VC/CIO) upon the recommendation and as a subcommittee of the Information Technology Advisory Committee. It will serve at the VC/CIO's discretion. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee.

II. Background and Purpose

Enterprise software, including software-as-a-service applications, support virtually every University teaching, research, business, and engagement activity and represent a significant portion of the University's annual expenses for IT-related goods and services. Decisions about the selection, scope, and lifecycle of software applications have historically been made on a case-by-case basis without a formally established review process. In addition, various University units have purchased software applications that perform similar functions to other applications in use within the University, resulting in duplication and increased costs.

The Enterprise Software Review Committee (ESRC) will make recommendations to the University through the Vice Chancellor and Chief Information Officer on the selection, scope, and lifecycle of all software-related products and applications for use in the University and its responsibility centers. While the committee evaluates and recommends enterprise-level software to support institution-wide functionality, individual faculty members will retain the freedom to access specialized tools essential for their research.

III. Definitions:

Enterprise Software: Large-scale, integrated software applications designed to support core operational, educational, academic, research, and business functions across the University. These applications are typically used by multiple departments and stakeholders to manage and streamline complex processes, including teaching, research, administration, and engagement. Examples include learning management systems, human resources platforms, financial systems, and research administration tools, as well as broader educational tools beyond the Canvas LMS. Enterprise software also encompasses software-as-a-service (SaaS) solutions that require central governance to ensure cost-effectiveness and alignment with the University's strategic goals.

IV. Responsibilities

The specific responsibilities of the ESRC are to:

- Document the software applications in use in connection with University enterprise services (e.g., Canvas, PeopleSoft) including date of acquisition and implementation.
- Evaluate proposals for the purchase of new software applications to determine if similar products are already in place. If so, determine whether University enterprise agreements could make the application more widely available to University users at a lower overall cost.
- Consider proposals for new applications to replace existing ones that are nearing the end of their useful life cycles or offer better functionality than is available in current applications. Recommendations for the replacement of existing software should account for implementation costs and the effort involved in making the replacement application available in addition to the purchase and maintenance costs.
- Develop a process for University stakeholders to request the evaluation of new enterprise software for education, research, business, or other purposes. This process should establish clear criteria for the evaluation of new software.
- Work with the ITAC Budget Subcommittee to determine if duplications of cost may exist and determine the most appropriate funding mechanism to recommend for new or replacement enterprise software licenses.

The Committee will submit recommendations for action to the appropriate University officers through the VC/CIO.

V. Composition:

Membership will include representatives from the Offices of the Provost, CFO and Business Research, and stakeholders from University academic/research units, students, and faculty. Pitt IT will provide liaisons familiar with software licensing and enterprise software implementation, as well as staff to support the work of the Committee as needed.

VI. Operations

The Committee will meet as often as needed to carry out its responsibilities, but at least once per calendar quarter.

VII. Amendment and Termination

Any amendments to this Charter must receive the endorsement of the ITAC and the approval of the CIO or designee. This Committee will be re-evaluated within one year after the date of this Charter's approval unless otherwise directed by the CIO.

This Charter was approved by the VC/CIO on _____, 2025.

[Signature]