**Purpose**: A formal charge of the institutional leadership team communicates its goals and areas of work. This template is designed to help develop and establish an effective charge.

**Users:** Institutional leadership team

**Instructions:** We recommend that a small group, such as the institutional leadership team, use this template to draft a charge for institutional implementation of mathematics pathways. Share a draft of the formal charge with diverse institutional stakeholder groups to allow them the opportunity to refine the charge.

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| **Guiding Questions** | **Notes** |
| Who is setting the charge?   * President/Chancellor? * Chief Academic Officer? * Dean of Mathematics/Division Chair/Mathematics faculty? |  |
| What is the name of the institutional leadership team? |  |
| Is there a formal charge for mathematics pathways implementation in your state? If yes, are there elements of the state’s charge that should be considered for your institution? |  |
| What are the essential goals/areas of work?   * Increasing success in developmental and college-level mathematics? * Alignment of college-level and developmental mathematics? * Increasing transferability and applicability of math courses?   Are there particular policies, such as placement, that need attention? |  |
| What is the anticipated deliverable and timeline?   * How and when will the leadership team release an action plan? |  |