Policy Title: Policy Development, Approval and Communication

Policy Category: University Policy

Policy Owner: President

Review Period: Every Two (2) Years

Effective Date: July 1, 2015

Policy Homepage:

Resources and Related University Policies:

Procedures for Policy Development, Approval and Communication

Policy Summary: Creating a uniform process for the development, revision, approval, and communication of University Policies.

Purpose

The purpose of this policy is to ensure that University Policies are drafted and approved pursuant to University governance structures and to ensure consistency and understanding through consistent formatting and communication of policy updates and changes.

Scope

This policy governs all University Policies. Academic and Student policies are subject to procedures for adoption set forth in applicable governance documents. Departmental or Unit policies may be adopted by individual units or departments, but University Policies supersede Departmental or Unit Policies in the event of conflicts or inconsistencies between or among the policies.

Definitions

University Policy - A University Policy has broad application throughout the University, helps ensure compliance with applicable laws and regulations; promotes one or more of the University's missions; contains guidelines for governance; and/or sets limits within which people are expected to operate. University policies have broad impact and their applicability is not limited to a single institutional unit. Sub-categories of University Policies include Administrative Policies and Employment Policies.

Departmental or Unit Policy -Departmental or Unit Policies impact a particular unit or department and do not conflict with University Policy.

Academic Policies: Academic Policies are policies which directly affect the pedagogical and research mission of the university the authority for which is reserved to the Faculty Senate by the Academic Charter.

Student Policies: Student Policies are policies which directly affect student life at the university. Student policies are primarily found in the Code of Student Conduct.

Procedure: A procedure is a guideline or series of interrelated steps taken to help implement the policy.

Policy Owner: The Policy Owner is the appropriate member of the President's Council who is responsible for the subject matter activity of the policy.

Policy Administrator: The Policy Administrator is an individual, designated by the President, to oversee the development and publication of University policies.

Policy

University Policies will be drafted in a common format, approved by the authorized body and published for campus wide distribution.

A. Policy Development Process

Policy proposals may be submitted to a Policy Owner for consideration by any member of the campus community.

B. Policy Template

Effective with all University policies developed and adopted after the effective date of this policy, a standard policy template for University policies will apply for all policies developed and approved after the effective date of this policy. Procedures are those steps that an individual or department must take to carry out the policy. Unless otherwise approved by the Policy Administrator, procedures or instructions to implement the policy will not be part of the policy template, but rather will be a separate resource available in the Policy Library.

C. Comment Period

Proposed policies will be published for a period of fifteen (15) business days so that various stakeholders and members of the campus community will have the opportunity to comment on the proposed policy. The Policy Administrator will provide all submitted comments as part of the President's review and approval of a proposed policy. In limited cases, such as when a policy is required by a change in federal or state law, the comment period may be shortened with notice to the campus community.

D. Communication and Publishing

To ensure ready access to University policies, the University maintains an official Policy Library webpage with the most current approved version of all University policies. The documents on the Policy Library webpage will constitute the official electronic repository for University-wide policies for the University.

To maintain a system for revision control, and to ensure consistency, departmental websites should not contain separate copies or versions of University policies or procedures. Instead, departmental websites that reference University policies or procedures must use hyperlinks to the documents on the official Policy Library webpage. This does not preclude departments from maintaining internal departmental policies and procedures on their web pages, provided the internal departmental policies and procedures are not identified as official University policies and procedures, and do not conflict with official University policies.

Policy History

Adopted and approved – May 19, 2015
Revised September 1, 2015, December 15, 2015