



POLICY ON UNIVERSITY POLICIES

Effective Date: January 15, 2008

Effective Date: October 25, 2021

Responsible Office: University Policy Committee
Division: President

- I. **PURPOSE/OBJECTIVE** This policy governs the establishment, revision and update of all University Policies in support of the University Mission. University policies must be reviewed, maintained and made available to the University community to ensure compliance and accountability. The purpose of this policy is to ensure effective communication of university policies and to support the identification and use of approved university policies. This policy is designed to provide a uniform university policy format, ensure a consistent review, adoption, amendment and repeal process, and provide for the dissemination and management of university policies.
- II. **STATEMENT OF POLICY** Policies are written to define institutional expectations; to guide employee conduct; and to ensure compliance with institutional, state, and federal laws and regulations by all University constituents. Clearly written policies enhance productivity and efficiency in the daily operation of the University.
- III. **APPLICABILITY** This Policy is applicable to all faculty, administrators, staff, students, individuals affiliated with the University by contract (including non-employees, such as vendors and independent contractors), and visitors. It does not apply to the policies of individual departments/units which, by definition, are subordinate to university policies.
- IV. **POLICY PROCEDURE**

The following procedures are required for approval of all university policies: University policy proposals or revisions are brought to the appropriate approval body by the division’s vice president. Depending on the scope of the policy, it may also be reviewed by any or all of the following: Academic Affairs, Faculty Senate, Council of Department Heads, Student Government Association, President’s Staff, BOR and/or ULS, or other appropriate entities. Policy proposals or revisions affecting faculty, staff and students of a non-academic nature are approved by the President following review by the University Policy Review Committee (UPRC), President’s Staff and/or other individuals or groups as appropriate.

University policies should be submitted on the [official policy template](#) which includes the following information:

 - i. Policy Title
 - ii. Document History
 - a. Responsible Office
 - b. Effective Date
 - c. Approved by

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- d. Date of Revision/Review
 - iii. Policy Statement
 - iv. Purpose – This should be a concise statement that explains the purpose of the policy
 - v. Applicability – State to whom the policy applies.
 - vi. Policy Procedures – This section should include a description of the procedures and a timeline for completion, a method for monitoring and reporting compliance with the policy, and a schedule for reviewing the policy and procedures.

V. **APPROVAL/ REVISION** The University Policy Review Committee (UPRC) is a standing committee whose members are appointed by the University President. The committee is responsible for reviewing, revising and drafting new policies; establishing standard policy review processes needed for achieving consistency; and developing a mechanism to ensure university-wide access to policies. The UPRC is composed of faculty, support staff, student senate representative and administrators for securing wide input. While all suggested revisions and new policy drafts are forwarded to the President's Executive Cabinet for review, final revisions must be approved by the University President.

Minor policy revisions do not require additional approval unless the intent of the policy significantly changes. Minor revisions are submitted by the appropriate vice president to the University Compliance office for posting on the University Policies and Procedures website. Minor revisions include changes which are:

- a) editorial,
- b) related to an organizational/position name change,
- c) made to update a contact, resources or link, or
- d) made to provide clarity or improve grammar.

In exigent circumstances and upon the recommendation of the UPRC, the President has the authority to temporarily suspend the application of a policy when it is in the best interest of the University.

VI. **DISSEMINATION** Policies approved through this process are distributed via the University Policies and Procedures website and via email of expectations to review policies. All departmental and support unit web pages shall contain links to the official University Policies and Procedures website instead of posting their own versions of university policies.

Printed versions of university policies may be included in faculty, staff and student handbooks as well as other university publications, but these versions must include a disclaimer that the University Policies and Procedures website should be consulted for the official university policy.

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- VII. **REVIEW OF UNIVERSITY POLICIES** University Policy shall be reviewed a minimum of every five years by the UPRC. It shall be the responsibility of each policy holder to ensure that their University Policies are reviewed no less than every three years and sooner if there is a change in the law or other circumstances that necessitate review or potential revision.
- VIII. **EFFECTIVE DATE** This Policy shall apply to University Policies proposed, developed, revised, adopted and issued after the effective date of this Policy. The effective date of this Policy is the date it is adopted and signed by the President.
- IX. **REVISION/REVIEW HISTORY**
- Revision: October 25, 2021