



## **POLICY ON UNIVERSITY POLICY DEVELOPMENT**

### **Policy No. 044**

**Responsible Department: Office of General Counsel**

**Responsible Administrator: General Counsel**

**Effective Date:**

**Reviewed/Updated Date: March 2021**

**Date of Scheduled Review: March 2025**

#### **I. PURPOSE**

To provide a standardized process for the development, approval, implementation and management of University Policies in an effort to ensure that all University Policies are consistent with the mission of the university, comply with any applicable laws and regulations, and reflect the best practices of the related field.

#### **II. SCOPE**

This policy applies to all departments intending to develop or modify University Policies and does not apply to the development or modification of Board of Trustee Policies, Departmental Policies, or Procedures.

#### **III. DEFINITIONS**

- A. "University Policies" - policies that have a broad application throughout the university community (generally pertaining to more than one division or department) and that help ensure compliance with applicable laws and regulations, promote operational efficiencies, enhance the university's mission, or reduce institutional risk. Ultimately, the Executive Policy Approval Committee will determine whether a policy rises to the level of a University Policy.
- B. "Board of Trustee Policies" – policies that apply solely to the University's Board of Trustees or are established by the Board of Trustees.
- C. "Departmental Policies" – policies that do not have the broad scope or significant impact of University Policies, but instead apply to only a single division or department.
- D. "Procedure" – an established protocol that is intended to implement a University or Departmental Policy. Procedures may be added and revised by the Responsible Department (as defined below) without conforming to this policy.
- E. "Executive Policy Approval Committee" (EPAC) - a committee comprised of six permanent members: the University's General Counsel, who will chair the committee; the Vice President with responsibility for Financial Operations; the Provost; the Vice President with responsibility for Student Life; and representatives of the Faculty and Staff Senates.

The Chair of EPAC may select and recruit additional EPAC members whose departments or offices are likely to be impacted by a new or revised policy. These additional members will vary depending on the type of University Policy under consideration.

F. "Responsible Administrator" – the Dean, Director or Vice President of the Responsible Department (as defined below).

G. "Responsible Department" – The department, division or office responsible for the maintenance and review of a University Policy.

#### **IV. PROCEDURE (OR PROCESS)**

The following phases set out the required steps any department must follow to create or revise University Policies.

Step 1: Identification and Proposal: The Responsible Administrator emails a Policy Proposal to the Chair of EPAC for a new University Policy or a substantial revision to an existing University Policy. If there is any question as to whether the proposed policy rises to the level of a University Policy, the Responsible Administrator should consult with the Chair of EPAC.

Step 2: EPAC Review: After reviewing the Policy Proposal and discussing it with their respective constituency groups, EPAC members provide feedback to the Chair. The Chair will allow sufficient time for EPAC members to meet with constituency groups, taking into consideration the meeting schedules of such groups. EPAC members may also submit questions about the Policy Proposal directly to the Responsible Administrator. The Chair will also consult with the President's Office to determine whether review by the Senior Leadership Team (or its equivalent) is appropriate. After the Responsible Administrator makes any and all changes requested by EPAC, EPAC provides written approval or disapproval of the final policy within a reasonable amount of time.

Step 3: Implementation and Notification: Once a policy is approved, the Responsible Department will communicate the new policy to the university community and begin any training or other necessary steps for implementation.

Step 4: Record Retention: Following approval, the Responsible Department will keep the records created during the policy development process for four years.

Step 5: Maintenance and Review: The Responsible Department will maintain, review and update the policies it sponsors. At a minimum, each Responsible Department must review each of its University Policies within four years of the date the policy goes into effect or the date the Responsible Department last reviewed the policy. In its heading, the policy will state the month and year it is scheduled to be reviewed.

#### **V. COMPLIANCE (Optional)**

Any employee that does not comply with this policy may face corrective action.