

Development of University Policies

Purpose

This Policy establishes a general review and approval procedure for University Policies. The process outlined below is intended to help ensure that such Policies are self-consistent and clear; widely disseminated, and easily accessed; and that they provide practical direction to the broad range of University operating units.

Definitions

University Policy: A University Policy is an official directive of broad and direct application across schools and other administrative units of the University. As such, University Policies impose binding obligations on faculty, students and/or staff, as applicable. The purpose of University policies is to ensure through uniform procedures and standards, (i) compliance with applicable laws, and regulations, (ii) adoption of operational efficiencies and best practices, and/or (iii) promotion of mission-centered values and objectives.

Operations Group: The Operations group is a standing committee chaired by the Executive Vice President and composed of the following University administrators or their designees: Financial Vice President and Treasurer, Senior Vice President for University Advancement, Vice President for Facilities Management, Vice President for Human Resources, Vice President for Information Technology, Vice President for Student Affairs, Vice President for University Mission and Ministry, Vice Provost for Faculties, General Counsel, Director of Athletics, Director of Emergency Management & Preparedness, Associate Vice President for Institutional Research, Executive Assistant to the President.

Administrative/Departmental Policies: An Administrative/Departmental Policy is a statement of the standards, practices and/or procedures of an administrative Unit of the University as promulgated by such Unit. Administrative Policies pertain to matters within the exclusive function of a particular administrative unit, notwithstanding possibly broad impact across the University. Examples of important Administrative Policies include the Faculty Handbook promulgated by the Office of the Provost and Dean of Faculties, the Student Code of Conduct promulgated by the Office of the Dean of Student Development, and the various policies and procedures of the Office of Human Resources.

Sponsoring a University Policy

University Policies may be proposed to the Operations Group by the President, the Executive Vice President, the General Counsel or any other members of the Operations Group. Appropriate information to be considered by the Operations Group prior to undertaking development of a new University Policy may include: a statement of the reasons for and purpose of the policy, a review of laws and regulations relevant to the policy, and a general outline of the substantive provisions of the proposed policy.

Review and Approval of University Policies

The Operations Group shall oversee the process formulating, promulgating and implementing new University Policies. While the process will not be identical for all proposed University Policies (for example, the provisions of some University Policies may be mandated by law), all or some combination of the following steps shall be undertaken by the Operations Group following its decision to proceed with the development of a proposed University Policy:

- A University officer shall be made responsible for generating and distributing drafts of the proposed policy in conformity with approved formats.
- University constituencies shall be identified whose input will be required prior to a final recommendation to adopt the proposed policy.
- A University Officer (or multiple officers) shall be designated as responsible for the implementation and enforcement of the proposed policy, as well as the initiation of amendments to the proposed policy, as needed.
- The Office of the General Counsel shall review the proposed policy for consistency with existing University Policies and Administrative/Departmental Policies, and compliance with relevant federal state or local laws and regulations.
- Where appropriate, a plan for the dissemination and implementation of the proposed policy shall be developed, which plan may include training of personnel or development of “transition” rules.

Adoption of University Policies; Role of Board of Trustees

Following the recommendation of the Operation group, proposed University Policies shall be forwarded to the University President for approval. Once approved, all new University Policies shall be posted on the Policies and Procedures website maintained by the Office of the General Counsel and further distributed pursuant to any implementation plan. Nothing in this Policy shall be deemed to limit the power of the Board of Trustees to enact rules and regulations for the orderly government of the University pursuant to Article II, Section 12 of the University Statutes. Accordingly, at the discretion of the Board of Trustees, all University Policies and any amendments thereto adopted pursuant to this Policy may subject to review and action by the Board, or otherwise ratified from time to time by the Board.

Amendments of University Policies

Amendments to University Policies shall be reviewed and approved in accordance with the procedure outlined above following proposals initiated by the responsible University Officer.

Oversight of Administrative/Departmental Policies

To avoid potential inconsistencies with University Policies, University Officers proposing or amending Administrative/Departmental Policies are encouraged to review such proposals with the Operations group in addition to seeking authorization from appropriate University officers.

Approved: William P. Leahy, S.J.
Date: December 12, 2011