University Policy Impact Statement

Date: Mar 5, 2015

Check One: ☐ Revision of Existing Policy ☐ New Policy

Policy Number (If known): 1.1.1
Policy Name: Policy on Policies
Originator(s): Academic Affairs
University Affiliation
Email for primary contact: sherry.robinson@eku.edu

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

The policy needs to be updated to reflect practices that have evolved since the creation of this policy.

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents
Cite relevant official statements from EKU or external sources.

NA

Impact on the University
(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

The proposal will lead to a shortened public comment period, which will necessitate stronger communication when a policy is placed up for comment.

List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Action Taken</th>
<th>Date</th>
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<tbody>
<tr>
<td>Staff Council</td>
<td>Reviewed without comment</td>
<td>Aug 31, 2015</td>
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<td>Faculty Senate</td>
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<td>President's Council</td>
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<td>President</td>
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<td>Board of Regents</td>
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☐ Additional Pages Attached  # of additional pages

Print Form
Policy on Policies

Policy Statement

Eastern Kentucky University, through the practice of shared governance, formally develops, approves, disseminates, implements, and maintains policies, as defined in this document, through a uniform process. All members of the University community may be involved in developing, updating, recommending, and disseminating University policies and, thus, must adhere to the precepts set forth in this policy. This document defines a University policy, and also provides a format for the development, revision, approval, and dissemination of all University policies. Additionally, it describes the responsibilities of the parties involved in the formulation and adoption of University policies.

This policy enables the University to make policy development and retrieval efficient and consistent. Further, a comprehensive document that outlines the development, revision, approval, dissemination, implementation, and maintenance of University policies allows for more consistent enforcement, greater accessibility, and timelier review. This process will enhance communication, organizational operations, compliance, and accountability.

Eastern Kentucky University will be guided by the following principles:

- Policies will
  - support the University's mission, values, initiatives, and strategic goals;
  - be designed to encourage students' success in achieving their goals while at the same time be intended to maintain the mission of a high quality educational experience;
  - align authority with responsibility and accountability;
  - comply with applicable federal and state and local laws and regulations as well as accrediting standards; and
  - be consistent with other university policies; and

- The policy process will
  - be transparent;
  - honor shared governance by seeking participation from stakeholders;
  - have a mechanism for evaluation and improvement in a timely manner; and
  - minimize bureaucratic gridlock.

Entities Affected by the Policy

Entire university community, including all campuses and extended sites

Procedures

POLICY ORIGINATING, VETTING, AND APPROVAL PROCESS

Any recognized University unit or organization, or any individual sponsored by a recognized University unit or organization may identify the need for a new policy or the revision of an existing policy. Once the need for a new policy or the need to revise a current policy is identified, the following steps must be followed:
1) **Complete an Impact Statement describing the justification for the new policy or revision to an existing policy; the alignment with the University’s mission or with external obligations; and its potential impact may have on the campus community.** The Impact Statement is submitted to the Vice Provost. A draft of the policy or policy revision may be submitted with the Impact Statement but is not required.

   a. If the proposed issue is academic in nature, complete an Impact Statement and forward to the Office of the Associate Provost for Academic and Faculty Affairs.
   
   b. If the proposed issue is non-academic in nature, complete an Impact Statement and forward to the Office of Policy, Compliance and Governance.

   If there is uncertainty as to whether the issue is academic or non-academic, forward the Impact Statement to the Office of Policy, Compliance and Governance. A draft of the policy or policy revision may be submitted with the Impact Statement.

2) The Office of Policy, Compliance and Governance or the Office of the Vice Provost for Academic and Faculty Affairs will review the Impact Statement and will work with the Policy Originator to make revisions as necessary to the Impact Statement.

3) The Office of Policy, Compliance and Governance or the Office of the Associate Provost for Academic and Faculty Affairs will form a Drafting Team consisting of those representative stakeholders who may be most directly affected by the policy. When the policy at hand concerns an area that is primarily a faculty right and responsibility (e.g. promotion, tenure, appointment or dismissal of faculty, curriculum, academic matters, etc.), the Office of the Vice Provost and the Faculty Senate should work together to form a Drafting Team whose membership will consist of a faculty majority, as practical, plus any other necessary stakeholders.

4) The Drafting Team will develop the draft policy in the approved template format. As part of the policy draft, drafting teams will work to identify the Responsible Office, Responsible Executive and Interpreting Authority. The Drafting Team must also identify appropriate stakeholders who should review the draft policy.

5) The Drafting Team will submit the draft policy, as instructed to the Vice Provost, who will ensure review and vetting by the identified stakeholders appropriate for the specific policy. Potential stakeholders are noted below; for appropriate review/vetting. The sequence of review, as outlined below, may vary or may occur concurrently:

   - Chair Association
   - Council on Academic Affairs
   - Faculty Senate
   - Staff Council
   - Student Government Association
   - President’s Council
   - Provost Council
   - Others as appropriate

   The Provost Council shall vet all policies and regulations before being forwarded to the President.

6) Following vetting by the stakeholders, the policy draft shall be posted on the policy website for a 14-day University comment period. The comment period may be extended if needed. The comment period, on occasion, may occur during the vetting if deemed necessary and approved by either the Provost Council or the and, where applicable, the Executive Committee/Chair of Faculty Senate.

7) The Drafting Team may be reconvened to incorporate stakeholder input received during vetting. If the Drafting Team believes input cannot be incorporated into the policy draft, the stakeholder(s) should be informed of the reason such input cannot be incorporated.

8) After the completion of vetting, the Vice Provost will submit the policy and an executive summary to the President. The executive summary shall include a brief description of the policy as well as all of the actions taken during the vetting process.
The Office of Policy, Compliance and Governance or the Office of the Associate Provost for Academic and Faculty Affairs will post the draft policy on the University Policy and Regulation website for a 30-day University comment period.

Prior to posting for the 30-day University comment period, the Office of Policy, Compliance and Governance and the Office of the Associate Provost for Academic and Faculty Affairs will notify the Chairs of the Faculty Senate, Staff Council and the Student Government Association President that such policy is to be posted.

The Office of the University Counsel will also be notified prior to the 30-day comment period to begin legal review of the proposed policy.

An announcement that a policy is posted for 30-day university comment period on the Policy and Regulation Website will be made to the university community through EKU Today and EKU Student Today.

The Drafting Team will review and consider all comments made during this time period. Policies will generally be reviewed using the two tracks below. If appropriate, a policy may be reviewed using both tracks. The Office of Policy, Compliance and Governance and the Office of the Provost are responsible for ensuring policies are reviewed through the appropriate track(s).

### University Non-Academic Policies

- The Administrative Council reviews the University Non-Academic policy drafts, and may:
  - i. determine if further drafting or stakeholder feedback is necessary;
  - ii. make a recommendation to the President;
  - iii. recommend that the Office of Policy, Compliance and Governance reconvene the Drafting Team to incorporate feedback from stakeholders or from the 30-day University comment period, and then resubmit the draft for additional review.
  - Once all recommendations are made and a final draft is ready, the Office of Policy, Compliance and Governance will submit the policy draft to the President.

### University Academic Policies

- The Council on Academic Affairs (CAA) reviews policy drafts that affect curriculum, academic programs, or academic requirements for students, and makes recommendations. Prior to making a recommendation, the CAA may determine that further drafting or stakeholder feedback is necessary. The Special Assistant to the Provost (for Academics) will reconvene the Drafting Team to consider feedback from the CAA, and/or

- The Faculty Senate reviews policy drafts that affect academics, including admission, curriculum, instruction, and criteria for granting degrees; faculty welfare; faculty rights and responsibilities, including promotion and tenure, student affairs in the areas where the proposed policy concerns the students' academic achievement; and other policies as referred to the Senate. The Faculty Senate makes recommendations. Prior to making a recommendation, the Senate may determine that further drafting or stakeholder feedback is necessary, and/or

- The Provost Council reviews policy drafts that affect Academic Affairs or that are referred to the Council. The Provost Council makes recommendations. Prior to making a recommendation the Provost Council may determine that further drafting or stakeholder feedback is necessary. The Special Assistant...
6) Upon receiving a policy draft, for both academic and non-academic policy drafts, the President may:
   i. submit to President’s Council cabinet for advisement and/or to others identified in the policy process for further review, drafting, or stakeholder feedback;
   ii. approve a University Regulation in cases where the Board of Regents has no specific statutory authority and approval is not required (see 1.1.2 P Authorization for Regulations);
   iii. recommend approval and submit to the Board of Regents for adoption;
   iv. not approve or not recommend approval for submission to the Board of Regents;
   v. take other action as the President deems appropriate.

When necessary, the President may assign a conference committee to negotiate issues of contention within a policy or policies if there is general agreement on the remainder of the policy.

7) The Board of Regents has authority to approve University Policies (both academic and non-academic). Pursuant to 1.1.2 P Authorization for Regulations, the President has authority to approve University Regulations.

University Regulations will be vetted through this process (except Board of Regents approval is not required) in accordance to 1.1.2 P Authorization of Regulations. Depending on the nature of the issue, guidelines that are part of policies or regulations may require vetting through this process.

8) Once a policy or regulation is adopted, it will be posted on the University Policy and Regulation website. Policies and regulations will be codified in a manner that includes Volume, Chapter, and Section.

The only exception to the above process is when the Faculty Senate is the Policy Originator. Pursuant to Part VII Section VII A4a, Faculty Handbook, when the Faculty Senate is the Policy Originator policy impact Statements and policy drafts may be submitted directly to the President or may be submitted as described above. The President may recommend that policies proposed by the Faculty Senate be vetted through the above process outlined in this policy.

DEPARTMENT/UNIT POLICIES, PROTOCOLS, AND PROCEDURES, GUIDELINES, AND REGULATIONS

Policies, protocols, and procedures, guidelines, and regulations that apply only to specific departments or units are not subject to this process. However, departments, colleges, and units must ensure that all policies and protocols are consistent with University policies, regulations, and protocols. Policies and protocols are developed and approved consistent with the principles of shared governance, and are published. Every Department/Unit and College shall demonstrate that they publish policies on the responsibility and authority of faculty in academic and governance matters, and that all policies will be developed with faculty input and approval. Faculty cannot
assume or be assigned authority for administrative responsibilities normally assigned to a Department Chair/Unit Head or Dean.

ESTABLISHING AN INTERIM POLICY

On occasions when compliance with the law or with an accrediting or governing body will not allow time for the normal policy process to proceed, an interim policy may be established. When an Interim Policy is necessary, a Drafting Team will draft and recommend the Interim Policy. The Vice Provost will submit the draft policy and executive summary to, for approval by, the President for approval on an interim basis. The chairs of the Faculty Senate, the Staff Council, and the Student Government Association President, as appropriate, along with the Office of University Counsel will be notified upon formation of the drafting team for the drafting of interim policies and when the President adopts such interim policies.

An interim policy must carry an expiration date and will either be allowed to expire without additional action, be extended one time for a specific period upon special permission from the President, or will be replaced by a standard University Policy or Regulation, which is vetted through the process as stated within this policy.

UPDATING OR REVISING A POLICY

On an as-needed basis, the Office of Policy, Compliance and Governance and/or the Office of the Vice Provost will make non substantive editorial routine changes (such as position or unit titles, links, etc.) to University policies and regulations. These changes are not changes that substantively affect the policy. The Office of Policy, Compliance and Governance and/or the Office of the Vice Provost will note the date of such changes as updated on the first page of the policy, in the policy and inform the Provost Council, the Executive Committee of Faculty Senate, and the Staff Council.

Editorial changes that do not substantively affect the policy may be suggested to either the Office of Policy, Governance and Compliance or to the Special Assistant to the Vice Provost for Academics. Such changes will be made to the policy and updated on the University Policy and Regulation website. Procedures for substantive revisions to an existing policy are the same as the policy originating, vetting, and approval process as stated within this policy.

IMPLEMENTING, DISSEMINATING, AND TRAINING

Unless otherwise stated in the policy, a policy or regulation is in effect immediately after it is adopted by the Board of Regents or President. Once adopted, the Office of Policy, Compliance and Governance Office of the Office of the Vice Provost will ensure that the policy is disseminated to the university community by either communicating this information directly or will charge the Responsible Executive with the dissemination. The Responsible Officer(s) will assist the Responsible Executive in establishing any support systems to train the community to ensure implementation and ongoing compliance.

INTERPRETING A POLICY

When questions or conflicts arise concerning the application, compliance, or scope of a policy, the affected parties will provide the details of the question or conflict in writing to the Interpreting Authority designated in that policy.

The Interpreting Authority will review the questions or conflicts in light of legal or accreditation requirements as well as any University precedents to ensure consistent interpretation. Once an interpretation has been determined, the Interpreting Authority will communicate the decision in writing to the appropriate parties. The Interpreting Authority will ensure that proper records are kept of interpretation decisions.

PERIODIC REVIEW OF POLICIES

University policies should be reviewed on a periodic basis (a five-year cycle is recommended) to ensure the currency and accuracy of the policies. The Responsible Executive will devise a mechanism that includes representatives from key stakeholders and that ensures policies under his/her jurisdiction are so reviewed.
Policies will be reviewed for the following:
- Continued relevance to the University mission and values
- Consistency with other University policies
- Reflection of changes in laws, regulations, accreditation standards, educational goals/practices, university practices, etc.
- Errors in fact or in language
- Other potential problems

If changes in the policy are deemed necessary, the appropriate process (revising, updating, or repealing) should be initiated.

**REPEALING A POLICY**

If a policy is identified as no longer relevant or necessary, the same vetting process as was used in its origination shall be stated in the Policy Originating, Vetting and Approval Process within this policy will be followed to repeal the policy.

**ARCHIVING A POLICY**

If a policy is updated, revised, superseded, or repealed, the Office of Policy, Compliance and Governance Office of the Vice Associate Provost for Academic and Faculty Affairs will archive the older version of the policy. These archived policies will be made available upon request.

### Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td><strong>Day University Comment Period</strong></td>
<td>As part of the policy development process, a period of 14-30 days (including weekends but excluding other days the University is closed and holidays) will be allotted to allow the University community comment on proposed policies. The President may extend the period if deemed necessary.</td>
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<tr>
<td><strong>Administrative Council</strong></td>
<td>The Administrative Council is made up of direct reports to the President and others as appointed by the President. As it pertains to this policy, the Administrative Council will review Non-Academic University Policy drafts and make recommendations to the President.</td>
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<tr>
<td><strong>Board of Regents (BOR)</strong></td>
<td>The legal and active policy making body of the University.</td>
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<td><strong>Chapter</strong></td>
<td>The designation for a sub-unit of a University policy volume. This designation indicates the broad category under which individual related policies will be found.</td>
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<td><strong>Council on Academic Affairs (CAA)</strong></td>
<td>The Council on Academic Affairs is a University body that is charged with oversight of the curriculum and academic programs of the University. As it pertains to this policy, the CAA reviews and makes recommendations regarding policies that affect curriculum, academic programs, or academic requirements for students.</td>
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<tr>
<td><strong>Drafting Team</strong></td>
<td>A drafting team is a small workgroup formed for the purpose of writing and editing a policy draft and in placing that draft in a University policy template. For Non-Academic Policies, drafting teams will consist of representative from Staff Council, Faculty Senate and Student Government Association and other stakeholders.</td>
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<tr>
<td><strong>Department/Unit Policy</strong></td>
<td>A policy that pertains only to the internal procedures of a given department or unit. Department/unit policies are not subject to this policy. However, department/unit policies must be consistent with University policies.</td>
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<tr>
<td><strong>Effective Date</strong></td>
<td>The date the University policy is approved by the Board of Regents or interim policy as approved by the President unless otherwise specified.</td>
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<tr>
<td><strong>Faculty Senate</strong></td>
<td>The Faculty Senate is the delegate assembly of the University faculty through which the faculty normally exercises its responsibilities as a group. As it pertains to this policy, the Faculty Senate reviews and makes recommendations regarding policies that affect academics, including admission, curriculum, instruction, and criteria for granting degrees; faculty welfare; faculty rights and responsibilities, including promotion and tenure; student affairs in the areas where the proposed policy concerns the students' academic achievement; and other policies as referred to in the Faculty Senate.</td>
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Guidelines
A statement of desired best practice that recommends procedures, processes, outcomes and the like that have been endorsed or approved by the University to achieve a particular outcome or goal. Guidelines may or may not be affiliated with policies and regulations. Guidelines may or may not apply institution wide.

Impact Statement
Document to be completed by the Policy Originator describing the justification for developing a new policy or revising a current policy and the impact of such on the University.

Interim Policy
This is a provisional policy issued when a University policy is needed before the standard process can be completed. An interim policy must carry an expiration date and will either be allowed to expire without additional action, be extended one more time for a specified period upon special permission from the President or be replaced by a standard University policy.

Interpreting Authority
The individual designated to interpret the intent of the policy when questions or conflicts arise concerning its application, compliance, or scope.

Policy Originator
An individual or group identifying a need for a policy or policy revision and assisting in the development of that policy. An originator may be a representative from an administrative or academic unit; a committee, senate, association, or council; or an individual sponsored by a recognized university unit or organization of the university community.

Policy Originating, Vetting, and Approval Process
The formal process by which the University develops, recommends, and approves University policies. (See link.)

President's Cabinet
The President's Cabinet consists of the Provost and Vice President for Academic Affairs, the Associate Provost and Vice President for Student Affairs, the Executive Vice President for Administration, the Vice President for Financial Affairs, the Vice President for Institutional Advancement, and the Chief of Staff and Executive Director of Policy, Compliance and Governance.

As it pertains to this policy, the Cabinet functions as a senior level policy advisory body to the President.

Provost Council
The Provost’s Council is the major advisory body to the Provost and Vice President for Academic Affairs for the review of policies and procedures in the area of academic affairs.

Recognized University Unit or Organization
Examples include: University Departments; RSO’s; Student Government Association; etc

Regulation
A standard or statement that either 1) articulates procedures or reporting requirements related to implementation or compliance with University policies or 2) addresses matters not specifically addressed in such policies. Does not require Board of Regents approval, but may require presidential approval. Regulations may or may not apply institution wide.

Responsible Executive
The University executive under whose jurisdiction a University policy falls. Depending on the scope, a policy may have more than one responsible executive.

Responsible Office(s)
University office(s) designated with the responsibility of administering a policy, communicating with and training the university community regarding the policy requirements, and executing its timely review and updating.

Section
The designation for University policy or regulation that provides the name of the individual policy or regulation.

Shared Governance
As it relates to this policy, a joint effort of the university community for the development of
University policies and regulations.

**Stakeholder**

Any individual or group who might be impacted by or might have knowledge related to a particular policy.

**University**

Eastern Kentucky University

**University Academic Policy**

University policies that pertain to the academic mission and issues of the University.

**University Non-Academic Policy**

University policies that pertain to matters not considered academic.

**University Policy (both Academic and Non-Academic)**

A University policy includes the following characteristics:

- Assists the University in achieving its mission through the promotion of operational efficiency
- Applies broadly across the University
- Complies with federal, state, and local laws as well as regulations and guidelines of accrediting bodies
- Mandates actions or limitations
- Ensures responsibility and accountability
- Requires approval by the President and/or the Board of Regents for implementation or substantive changes
- Reflects University values

**University Policy and Regulation Website**

A University website dedicated to housing University policies, regulations, guidelines, and all related information.

**University Policy Document**

All official policy documents have the following characteristics:

- Are reviewed and approved by the policy vetting and approval process
- Are under the authority of a responsible executive to execute and interpret
- Are in a standard format (template)
- Contain on the first page the university seal
- Include procedures for compliance
- Include a review and approval history
- Are catalogued and numbered in the University Policy and Regulation Library on the University policy and regulation website

**Volume**

The designation for the broadest unit of University policy. Volumes typically correspond to University units (i.e. Academic Affairs, Financial Affairs, Student Affairs, Facilities, etc.)

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### Responsibilities

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<thead>
<tr>
<th>Administrative Council</th>
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<tbody>
<tr>
<td>Review and provide feedback to the non-academic university policy drafting team and provide recommendations to the President's Cabinet.</td>
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<td>Identify additional stakeholders as needed and seek input.</td>
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<tr>
<th>Board of Regents</th>
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<tr>
<td>Review and approve University policies.</td>
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<tr>
<th>Council on Academic Affairs</th>
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<tr>
<td>Review policies that affect curriculum, academic programs, or academic requirements for students.</td>
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<td>Identify additional stakeholders as needed and seek input.</td>
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<tr>
<td>Approve policies.</td>
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<tr>
<td>Make recommendations to Faculty Senate and/or Provost Council regarding such policies.</td>
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<td>Recommend appropriate language for the Catalog(s) as necessary.</td>
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<tr>
<th>Drafting Team</th>
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<tr>
<td>Work with the policy originator to draft a new policy or make revisions to an existing policy.</td>
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<td>Use the template to create a draft based on the PAC's feedback.</td>
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<td>Identify key stakeholders.</td>
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<td>Submit policy draft as instructed to the appropriate groups.</td>
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<td>Edit policy draft based on input from review groups, stakeholders, and the 14-day university comment period.</td>
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Faculty Senate

- Review policies that affect faculty, curriculum, academic programs, or academic requirements for students, or faculty welfare or faculty rights and responsibilities such as promotion and tenure.
- Review other policies referred to or originated by the Faculty Senate.
- Provide input as requested.
- Identify additional stakeholders as needed and seek input.
- Approve policies.
- Make resolutions of support or recommendations to the Provost Council, to the Council on Academic Affairs, or to the President regarding such policies.

Interpreting Authority

- Make sound judgments on the intent of the policy when questions or conflicts arise concerning its application, compliance, or scope.
- Review precedents, if any, to ensure consistent interpretation.
- Render an interpretation when called upon to do so and communicate the decision to the appropriate parties.
- Document all interpretation decisions.

Office of Policy, Compliance, and Governance—Policy Compliance Analyst

- Facilitate the development and processing of non-academic policies.
- Facilitate non-academic university policy drafting teams as needed.
- Ensure that policy is disseminated to the University Community.
- Maintain website with a listing of all University policies and the tools for the development of policies.
- Archive policies that have been revised, suspended, or superseded.
- Identify need for policy development or revision as needed.

Policy, Compliance, and Governance Executive Director

- Review Impact Statements and provide feedback to the Policy Originator(s).
- Determine the appropriate process path (academic or non-academic). Refer to Associate Provost if an academic university policy.
- Identify stakeholders and provide a list to the appropriate review group(s).

Policy Originators(s)

- Complete the Impact Statement and submit to the Office of Policy Compliance and Governance or to the Office of the Associate Provost and Vice President for Academic and Faculty Affairs to begin the policy process.
- Consult key stakeholders during the development process and consider all suggestions.

President

- Review and approve policies not required to be submitted to the Board of Regents.
- Review and recommend policies to the Board of Regents for approval.

President’s Council

- As it pertains to this policy, makes recommendations to the President on policy matters.

Provost and Vice President for Academic Affairs

- Recommends Academic Affairs policies to the President.
- Participate in policy recommendations as a member of the President’s Cabinet.
- Identifies need for policy development or revision as needed.

Provost Council

- Review all policies and regulations before they are sent to the President that affect Academic Affairs.
- Provide input on other policies as requested.
- Identify additional stakeholders as needed and seek input.
- Approve policies.
- Make resolutions of support or recommendations to the Provost.

Responsible Executive

- Be accountable for implementation of and compliance with policy.
- Review final draft of the policy document before submission to the approval authority.
- Conduct timely reviews of existing policies under his or her jurisdiction.
- Assist, as needed, in the development, updating, or revision of policy within his or her area of responsibility.

Responsible Office(s)

- Lead in the establishment of support systems needed to achieve compliance of
Inform and train the university community concerning new and substantially revised policies.
Consult with the Responsible Executive(s) to update existing policies.

Staff Council
- Review policies that affect University staff.
- Identify additional stakeholders as needed and seek input.
- Provide input as requested.
- Approve policies.

Special Assistant to the Provost for Academics
- Facilitate the development and processing of academic university policies.
- Serve on drafting teams as appropriate.
- Ensure that the University community is trained concerning policy development and compliance matters.
- Assist with the maintenance of the University Policy website, particular as it regards academic policies.
- Assist with the archiving of policies that have been revised, suspended or superseded, particularly as it regards academic policies.
- Identify need for policy development or revision as needed and make recommendations to the Provost and Vice President for Academic Affairs.

Stakeholder
- Assist with drafting, reviewing, and formulation of policies.

University Counsel
- Assist Drafting Teams, as needed, with issues that require a legal interpretation.
- Review of all policies before approval.
- Assist in determining whether a policy goes to the Board of Regents for approval or is approved as a Regulation by the President.
- Review all University policies, regulations, and guidelines for compliance with applicable federal, state and local laws and regulations as well as for consistency with other University policies, regulations and guidelines.

Vice Provost
- Review Impact Statements and provide feedback to the policy originator(s).
- Determine the appropriate process path (academic or non-academic). Refer to the Office Policy, Compliance, and Governance Executive Director if a non-academic policy.
- Identify stakeholders and provide a list to the appropriate review group(s).
- Facilitate the development and processing of academic university policies.
- Serve on drafting teams as appropriate.
- Ensure that the University community is trained concerning policy development and compliance matters.
- Assist with the maintenance of the University Policy website, particular as it regards academic policies.
- Assist with the archiving of policies that have been revised, suspended, or superseded, particularly as it regards academic policies.

Violations of the Policy

Violations of this policy may result in the delay of the approval process or in the official University recognition of the policy’s effect.

Interpreting Authority
- President
- Chief of Staff and Executive Director for Policy, Compliance & Governance, if so delegated
- Senior Vice President for Academics and Provost and Vice President for Academic Affairs, if so delegated
- Vice Presidents or other direct reports to the President, if so delegated
In the event there is a conflict between interpreting authorities, the President will make the final interpretation decision.

**Relevant Links**

- Policy template
- Impact Statement
- Policy Diagram
- Authorization for Regulations (1.1.2P)

**Policy Adoption Review and Approval**

<table>
<thead>
<tr>
<th>Policy Issued</th>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
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<tbody>
<tr>
<td>April 19, 2010</td>
<td>Board of Regents</td>
<td>Approved</td>
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<tr>
<td>April 19, 2010</td>
<td>President Whitlock</td>
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<td>April 16, 2010</td>
<td>Administrative Council</td>
<td>Recommended</td>
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<td>April 7, 2010</td>
<td>Provost Council</td>
<td>Recommended</td>
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<tr>
<td>March 1, 2010</td>
<td>Faculty Senate</td>
<td>Recommended</td>
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<tr>
<td>February 18, 2010</td>
<td>Council on Academic Affairs</td>
<td>Recommended</td>
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<tr>
<th>Interim Policy</th>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
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<tbody>
<tr>
<td>November 3, 2009</td>
<td>President Whitlock</td>
<td>Extended effective date through May 1, 2010</td>
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<tr>
<td>November 10, 2008</td>
<td>President Whitlock</td>
<td>Adopted Interim Policy</td>
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**Conference Committee – Provost can convene a conference committee - conflict between Compromise recommendation**