



Policy Name:	Policy on Policies
Effective Date:	March 13, 2015
Last Revision Date:	December 6, 2021
Last Review Date:	December 6, 2021
Approving Authority:	Board of Regents
Responsible Office:	President’s Office
Category:	University Operations

**Purpose**

This policy provides the details and processes for the implementation, review and maintenance of University policies. For purposes of this document and for University understanding, policies are defined as statements of executive leadership philosophy and direction, established to provide guidance and assistance to the University community in the conduct of University affairs. A University policy:

- is a governing principle that mandates or constrains actions,
- has institution-wide application,
- changes infrequently and sets a course for the foreseeable future,
- helps ensure compliance with applicable laws and regulations,
- reduces institutional risk, and
- is approved at the executive leadership level of the University (president, provost, vice presidents) or Board of Regents.

The University has established an organized, on-line Policy Library that provides faculty, staff and students with accessibility to clear, concise guidelines for the operations of the University. The University’s policies will be:

- presented in a common format,
- formally approved by the Board of Regents (note: this applies to new policies and those that exceed Delegation of Authority parameters; administrative changes are to be addressed at the University’s executive leadership level),
- maintained electronically on the University website and accessible to all interested parties, and
- kept current within the framework of an organized system of revision control.

The President’s Office is responsible for the maintenance of this policy, and for responding to questions regarding this policy. Individuals who are responsible for writing, updating and distributing University-wide policies must comply with this policy.

Internal policies that apply to the operation of individual departments or units may be more restrictive than University policies, but any conflict between departmental and University policies must be resolved prior to final posting of such policy. This policy applies to all staff, faculty and students of the University.

## **Policy Format**

A standard policy template for University policies ensures clarity and consistency. University policies will be written and maintained following a basic format and the header shall contain the following:

- University name and logo
- Policy name
- Effective date
- Last revision date
- Last review date
- Approving authority
- Responsible office
- Category

## **Policy Development and Revision**

### **Proposal**

University policies are reviewed and revised by administrative procedure adopted by the Board of Regents. Faculty policies are governed by the Faculty Handbook, located on the Policy Library webpage under Faculty Policies. A Faculty Policy is a policy that applies to the rights and responsibilities of university faculty, including but not limited to appointment, evaluation, promotion, tenure and retirement. Generally, members of the President's executive leadership team will identify a University policy issue and develop it into a policy proposal.

### **Review and Endorsement**

The executive leadership team member will submit the policy proposal to the President for review and endorsement. If the policy is endorsed, a draft policy is created following the University policy format outlined above.

The executive leadership team member will review the draft policy and consult with various other executives regarding the policy's likely impact on the members of the University community, including legal and, if appropriate, a faculty review committee.

### **Approval**

After review and input, upon the President's formal approval, the policy is forwarded to the Board of Regents for final approval and implementation.

### **Implementation**

Once the policy is approved at all levels, the President's Office ensures official record retention with regard to Board-approved policies.

The President's Office is responsible for maintaining a system by which to record revisions to policies and assist in scheduling standard policy reviews. The President's Office will maintain historical copies of policy revisions, and will also notify responsible parties when particular policies are scheduled for review or revision. The President's Office is available to work with the responsible parties during any phase of the policy development process, including, if applicable, implementation of a training schedule.

The President's Office is responsible for instructing the Web Content Specialist to post an electronic copy of final approved policies on the University's Policy Library webpage. The responsible office will monitor compliance and alert the President's Office to required changes to noncompliant policies.

All revisions to existing policies must be submitted to the President's Office to ensure proper on-line Policy Library posting protocol.

### **Policy Dissemination**

At the direction of the President's Office, the Web Content Specialist is responsible for electronically posting University policies on the University's Policy Library website. Any electronic republication of, or reference to, a University policy by any university unit must be by hyperlink to the official University website. Internal references to other policies within individual policies must be by hyperlink.

### **Location of Policies**

To ensure ready access to University policies, the University maintains an official Policy Library on its webpage (<http://www.nwmissouri.edu>) with the most current approved version of all University policies. Policies that are not available to the general public are accessible through the Policy Library webpage via login credentials for the internal University portal page (e.g., Faculty Policies). The documents on the Policy Library webpage will constitute the official electronic repository for University-wide policies.

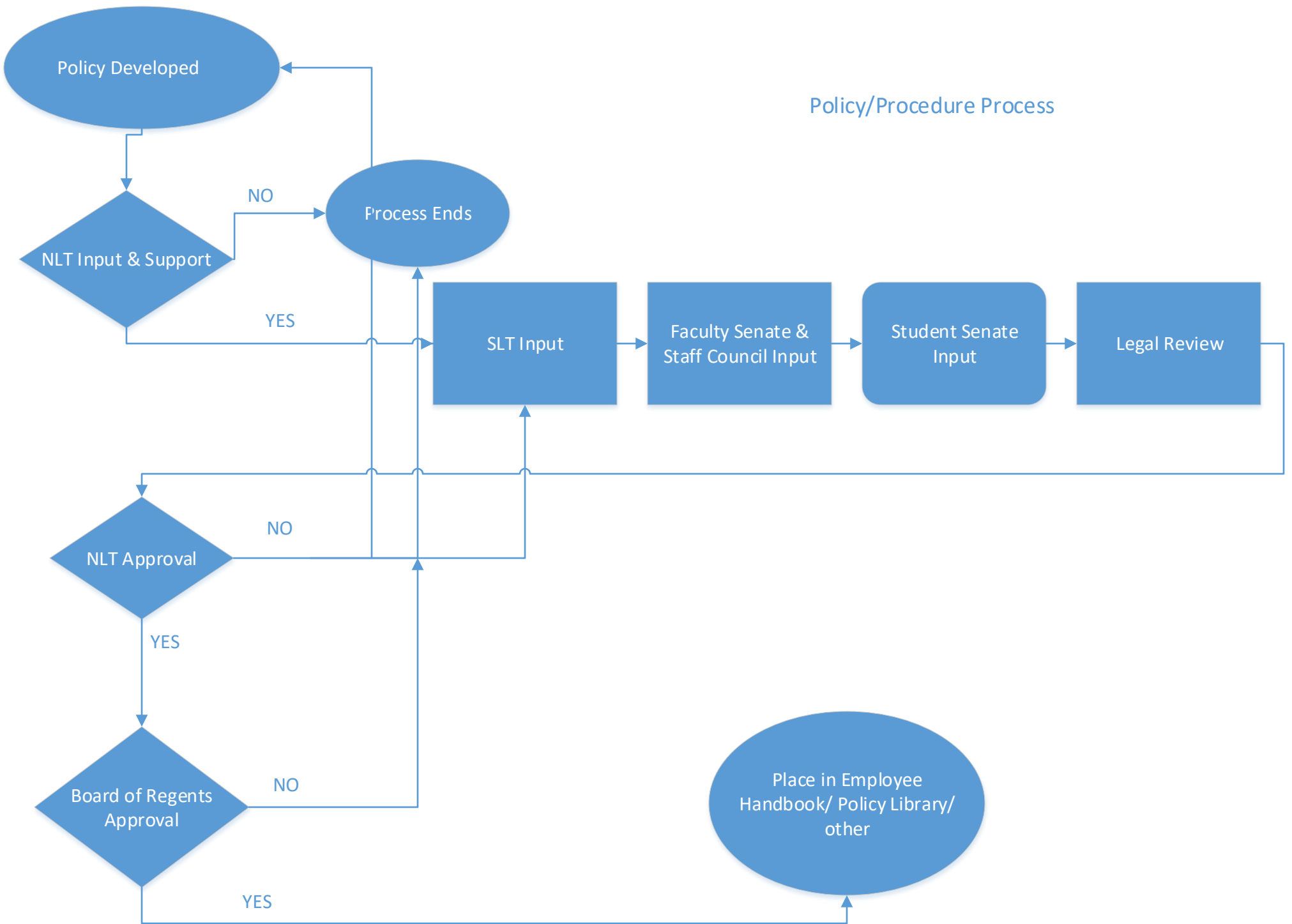
To maintain an organized system for revision control, and to ensure consistency, individual departmental websites should not contain separate copies or versions of University policies or procedures. Instead, departmental websites that reference University policies or procedures must use hyperlinks to 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. To ensure compliance and consistency, departments should consult with the President's Office when posting new or revised policies to departmental websites.

### **Structure and Organization of the Policy Library**

The University Policy Library webpage will list all policies by name and category and will provide links to such policies. Policies will be assigned to the following categories:

- Academics & Enrollment
- Student Affairs
- Campus Health & Safety
- Anti-Discrimination & Anti-Harassment
- Information Technology
- University Operations
- Personnel
- Handbooks

# Policy/Procedure Process



\*Legal Review is needed during the policy development phase

\*Policy-Employee and Faculty Senate Handbooks

May 11, 2021