

Draft Policy Development Statement and Process

A. General: This chapter contains the process applicable to the adoption of new or amended University-wide policies and procedures.

A-1. Adopting Policies: All University-wide policies shall be adopted in a common manner and format, in order to promote consistency amongst University-wide policies and to insure that there is general knowledge within the campus community of how to adopt a concept into policy and how to access the policy-making process.

A-2. Context of University Policies: All University policies fall within a greater hierarchy of laws, statutes and regulations. The policies are subject to compliance with laws and regulations instituted by higher governing authorities in the following order of hierarchy:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Regents/State Board of Education policies and procedures
4. University-wide policies and procedures
5. Divisional/College policies and procedures
6. Departmental policies and procedures

B. Definitions

B-1. Draft policy format: the form in which all proposed new and amended University policies shall be submitted for review and approval. The draft format is set out in Appendix XX to this chapter.

B-2. Joint Policy Committee: shall consist of the chair of the University of Idaho Council (UIC), one of the co-chairs of each of the UIC standing committees, or their designees, and the chair and vice chair of the Faculty Council and the Faculty Secretary, or their designees.

B-3. Minor amendment: any change to an existing policy that is limited to making the policy or policies consistent with controlling legal authority, including Board policy, or making a clerical change or correction.

B-4. Non-substantive amendment: any change to an existing policy that clarifies the policy without changing the intent or character of the policy.

B-5. Policy: A governing principle that embraces general goals and mandates or constrains actions. All proposed policies should include any procedures necessary for implementation.

B-6. Policy Coordinator: position designated as responsible for coordinating, assisting with, and tracking all University-wide policies.

B-7. Procedure: A statement(s) that prescribes specific actions to be taken to implement established policies.

B-8. Responsible unit: An office within the University with primary responsibility for a specific area of focus. An example of a responsible unit is the office of Human Resources, which has primary responsibility for employment, benefits, and training and development issues.

B-9. University-wide Policy: A policy that has application across the institution.

C. Creation or Amendment of University-wide Policy

C-1. Initial Policy Development

- i)** A person(s) with a policy concept or proposal shall discuss the policy with the responsible unit administrator having responsibility within the subject area of the proposed policy. The responsible unit administrator shall designate a person or persons to review and help develop and draft the proposed policy; or
- ii)** A committee of either the Faculty Council or the UIC may, on its own motion or at the request of another person(s), develop and draft a proposed policy.
- iii)** Upon completion of the draft proposed policy, the responsible unit administrator or the committee chair shall submit the policy in draft policy format to the Policy Coordinator.

C-2. Policy Review, Comment, and Approval

- i) Policy Coordinator:** Upon receipt of a proposed new or amended policy, the Policy Coordinator shall review the policy to insure that it has undergone the necessary level of review, is in the proper format and, if an amendment, to determine whether the amendment is a minor amendment.
 - a)** All proposed new policies and amendments, other than minor amendments, shall be referred to the Joint Policy Committee.
 - b)** All minor amendments shall be approved by the Policy Coordinator once in final form and, if of general interest, forwarded to UIC and Faculty Council as an information item.
- ii) Joint Policy Committee:** Upon receipt of a proposed new or amended policy from the Policy Coordinator, the Joint Policy Committee shall review the policy to determine whether the policy requires approval by the Faculty Council, UIC or both, and if an amendment, to determine whether it is a non-substantive amendment.
 - a)** All proposed new policies and amendments, other than non-substantive amendments, shall be referred to the appropriate reviewing body. Policies addressing matters of faculty governance shall be referred to the Faculty Council. All other policies shall be referred to the UIC. Policies that include elements within the purview of both councils shall be referred to both the Faculty Council and UIC.
 - b)** All non-substantive amendments shall be reviewed and approved by the Joint Policy Committee. At the committee's discretion, it may refer any non-substantive amendment to the appropriate reviewing body, in which case the policy approval process shall be the same as for all other new policies and amendments.
- iii) Review by University of Idaho Council and/or Faculty Council**
 - a)** Policies referred to either council shall be reviewed by the council or referred to the appropriate committee (review committee) within that council.
 - b)** Policies that are referred to both councils, shall be reviewed simultaneously within each council, unless otherwise decided by the Joint Policy Committee.
- iv)** At a minimum, the review process shall include general notice of the policy, and an opportunity for those interested in the policy to comment on the policy. The review committee shall seek to inform and solicit comments from the appropriate individuals or

groups/committees on campus, including the groups and individuals most affected by the proposed policy.

- v) The review committee shall review the comments, make recommendations on the policy based on its review and the comments received, and incorporate any revisions into the draft policy.
- vi) The review committee shall submit its recommendation and the revised policy to its governing body (Faculty Council or University of Idaho Council) for the governing body's review and decision, consistent with the process of each council.
- vii) Once review of a policy is complete within the Faculty Council or the University of Idaho Council, the policy shall be referred to the Policy Coordinator who shall transmit the policy to the President for approval and signature. The President's office shall forward policies to the State Board of Education and Regents of the University of Idaho for notification and approval, as necessary.
- viii) A policy that has been referred to both the Faculty Council and the University of Idaho Council for joint review, shall be referred to the Policy Coordinator at the completion of each council's review and decision making process. The Policy Coordinator shall work with both councils to coordinate the review, reconcile the policy, and, if necessary, re-submit revisions for review by either or both councils. Once each council has completed its process, the Policy Coordinator shall transmit the policy to the President for final approval and signature. If the councils have been unable to reconcile the policy through the review process, the Policy Coordinator shall submit each council's version of the policy to the President with an optional explanation from each council of why the policies differ.
- ix) Once the President takes final action on a policy, the Policy Coordinator shall place the results of the final action as an information item on the next available agenda of both the Faculty Council and the UIC, and of the Staff Affairs Committee and the Associated Student University of Idaho (ASUI). (See FSH xxxx for time periods for Presidential action on Faculty Council items).

D. Policy Implementation: All new and amended policies shall go into effect on July 1, or January 1, whichever arrives first after final approval, unless otherwise specified in the policy. The Policy Coordinator shall track all new and amended policies approved by the President and make the new policy available on the web by the effective date.

**Request for UI Policy and/or Procedure
Addition, Revision, and/or Deletion**

Faculty/Staff Handbook [FSH] Addition Revision Deletion

Title:

Administrative Policy & Procedures Manual [APPM]

Addition Revision Deletion

Title:

**Original Date Submitted to
Policy Coordinator:**

Responsible Unit and/or Committee:

Contact Person/Department:

Telephone and Email:

I. **Policy/Procedure Statement:** Briefly explain the purpose of proposed addition, revision, and/or deletion to the *Faculty/Staff Handbook* or the *Administrative Policy & Procedures Manual*.

II. **Reason/Rationale:** Reason this addition, revision, and/or deletion is necessary?

III. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

IV. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

V. **Tracking:**

| | |
|---|----------------------------|
| <input type="checkbox"/> FSH Addition/Revision/Deletion <input type="checkbox"/> Minor Amendment | Chapter: |
| <input type="checkbox"/> APPM Addition/Revision/Deletion <input type="checkbox"/> Minor Amendment | Title: Chapter/Section: |
| [Official Use – Completed by Policy Coordinator] | |

| Unit and/or Committee | Approve | Disapprove | Signature on file | Date |
|--|--------------------------|--------------------------|-------------------|------|
| Joint Policy Committee | <input type="checkbox"/> | <input type="checkbox"/> | | |
| University of Idaho Council | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Faculty Council | <input type="checkbox"/> | <input type="checkbox"/> | | |
| General Faculty | <input type="checkbox"/> | <input type="checkbox"/> | | |
| University President | <input type="checkbox"/> | <input type="checkbox"/> | | |
| SBOE | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Policy Coordinator (Publication date) | <input type="checkbox"/> | <input type="checkbox"/> | | |