

Draft University-wide 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. The university anticipates that the development and amendment of unit level policies will follow similar review processes for notice and coordination, as appropriate in each case.

A-1. Adopting Policies: All University-wide policies shall be adopted in a common format and in the manner provided herein, 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 and policy-amending 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. 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 that is a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the policy.

B-3. Policy: a governing principle that embraces general goals and mandates or constrains actions. All proposed policies should include any general procedures necessary for implementation.

B-4. Policy Coordinator: shall be the Faculty Secretary and shall be responsible for coordinating, assisting with, and tracking all University-wide policies. The Faculty Secretary may delegate Policy Coordinator duties as necessary within the office of faculty secretary.

B-5. Procedure: A statement(s) that prescribes specific actions to be taken to implement established policies.

B-6. 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-7. 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) or group of persons (originator) with a policy concept or proposal shall develop the concept into a draft policy format and discuss the policy with the responsible unit administrator, as applicable, having responsibility within the subject area of the proposed policy. This unit administrator becomes the policy sponsor with responsibility to work with the originator(s) to evaluate the concept or proposal, and to facilitate appropriate and timely action.

- ii) The policy originator in coordination with the sponsor is responsible for drafting the proposed policy. Upon its completion in approved format, the policy sponsor shall coordinate with 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 and evaluate whether necessary broad review has been completed, is in the proper format and, if an amendment, to determine whether the amendment is a minor amendment. As needed, the Policy Coordinator will confer with the Provost to concur on review steps.
 - a) All proposed new policies and amendments, other than minor amendments, shall be referred to the appropriate reviewing bodies as identified by the policy sponsor and the Policy Coordinator. Policies within matters of faculty governance shall be referred to the Faculty Council. The review status of all proposed new policies and amendments shall be posted and kept current on the policy web site.
 - b) All minor amendments shall be approved by the Policy Coordinator once in final form and posted on the web site.
- ii) 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 policy sponsor shall seek to inform and solicit comments from the appropriate individuals or groups/committees of the University community, including the groups and individuals most affected by the proposed policy within the faculty, staff, students and administration.
- iii) The policy sponsor and any designated 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.
- iv) The final revised policy shall be made generally available and, if within the purview of faculty governance, submitted to the Faculty Council for review and recommendation through the general faculty to the President. All other policies shall be submitted by the policy sponsor 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.
- v) Once the President takes final action on a university-wide policy or the Policy Coordinator takes final action on a minor amendment other than a permissible clerical or grammatical change, the Policy Coordinator shall place the results of the final action as an information item on the next available agenda of the Faculty Council the Staff Affairs Committee and the Associated Student University of Idaho (ASUI) and post the results on the policy web site. (See FSH xxxx for time periods for Presidential action on Faculty Council items).

C-3. Temporary Emergency Policy

- i) Notwithstanding subsections C-1 and C-2, the President may adopt, amend or suspend a policy without prior notice and comment, or upon any abbreviated notice and comment that is practicable, if it is established that a failure to act promptly will result in serious prejudice to the interests of the University or of the parties concerned.
- ii) A policy adopted, amended or suspended under this subsection is temporary and may be effective for a period of not longer than 180 days. Action under this subsection does not preclude the subsequent adoption, amendment or suspension of an identical policy under subsections C-1 and C-2.

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.