PROPOSAL FOR NEW “POLICY ON POLICIES”

Development, Review, Approval, and Promulgation of University-Level Policies

Presentation to Academic Senate
November 1, 2012
GOAL

Advance university-level policies and related processes to a level of best practices.

OBJECTIVES

- Facilitate understanding of university-level policies
- Document existing processes for policy development, review, and approval
- Propose new or revised procedures to improve effectiveness, efficiency, and consistency in existing policy-related processes
OUTLINE OF PROPOSED POLICY

I. Scope
II. Definitions
III. Policy Statement
IV. Governance Policies
   A. Development
   B. Review and Approval
   C. Review Cycle
   D. Promulgation
   E. Exceptions
      1. Interim Policies
      2. Decommissioning a Policy

V. Administrative Policies
   A. Development
   B. Review and Approval
   C. Review Cycle
   D. Promulgation
   E. Exceptions

Appendix A – Review and Approval Process Flowcharts
Appendix B – Governance Group Descriptions and Composition
**HIGHLIGHTS OF PROPOSED POLICY**

- Defines what constitutes a university-level policy (Section III)
- Provides unprecedented documentation of existing processes (Sections IV, V; Appendix A)
- Clarifies distinction between governance and administrative policies (Sections IV, V)
- Provides example of university-level policy that follows new standard format and editorial guidelines
**HIGHLIGHTS OF PROPOSED POLICY**

New provisions to improve policy-related processes:

- **Interim Policies.** Defines circumstances and establishes procedures for expedited review and approval process when needed.

- **Decommissioning Policies.** Defines circumstances and establishes procedures for retirement of obsolete policies.

- **Promulgation.** Establishes expectations and procedures for formal dissemination of new and revised policies.

- **Policy Review Cycle.** Establishes requirement to regularly review and affirm or revise existing policies.

- **Policy Archive.** Establishes expectations and procedures for maintaining a central digital library of superseded policies.
# Next Steps

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<tr>
<th>Dates</th>
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<tr>
<td>October – November 2012</td>
<td>TF presents policy draft to SG, SC, and AS.</td>
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<tr>
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<td><strong>SG, AS, SC provide feedback to TF.</strong></td>
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<td>TF incorporates feedback into penultimate draft.</td>
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<td>TBD</td>
<td>TF submits penultimate draft to ICEC for review &amp; scheduling on upcoming IC agenda.</td>
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| TBD                 | TF presents final draft to IC for review and approval. }
Questions?
Comments?
Provide Feedback by November 9 to:

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