

PROCESS FOR DEVELOPING, ADOPTING AND PROMULGATING UNIVERSITY POLICIES

(EFFECTIVE January 2014; reviewed and revised September 2024)

Purpose

The purpose of this document is to provide a standardized process for the development, approval, promulgation and management of University, divisional, school/college and departmental policies. The University requires that all policies be promulgated in accordance with the applicable procedure, standards and format set forth in this policy.

Scope

This process applies to all administrators, faculty and staff.

Definitions

1. A **policy** is a set of principles that are formally established and required to be followed in conducting University business.
2. A **procedure** is a set of statements that contain the specific, prescribed actions that are required to be followed to implement established policies. A procedure sets forth the steps, method or manner of proceeding and is more detailed than a policy statement.
3. **Responsible official** is the University official charged with overseeing the administration of a policy.
4. **University policies** are policies governing the operations and business of the University.
5. **Promulgating policies** means to publish or officially announce to the community the adoption of a particular policy or policies. A policy is promulgated by publication to the Campus Intranet, Schreiner One, as well as distribution by campus-wide email from the Office of Human Resources.

Policy

1. A University policy will apply to all Schreiner University employees. University policies may be supplemented by divisional, school/college or departmental procedures or guidelines. In the case of a conflict between policies and procedures, University policy will govern.
2. Any employee may identify the need for a new policy or a revision to an existing policy. The employee shall discuss the proposal with his/her supervisor who, in turn, should discuss the proposal with the appropriate Vice President. The employee may also make a recommendation through Employee Council. Recommendations submitted require the appropriate governance process and should not be interpreted as approved and final.
3. Students may recommend policy reviews or changes by going through the Student Government Association. The SGA will then work through the Dean of Students office to have the recommendation brought before the Cabinet. Recommendations submitted require the appropriate governance process and should not be interpreted as approved and final.

4. Faculty may recommend policy reviews or changes by bringing recommendations to the Academic Affairs Committee and/or the Faculty Affairs Committee. The associate Provost will then bring recommendations or changes to the Cabinet. Recommendations submitted require the appropriate governance process and should not be interpreted as approved and final.
5. University Policy Approval Process:
 - a. It is the responsibility of the appropriate Vice President to submit the proposed policy to the President for review and approval, with consultation from the Cabinet.
 - b. Following approval by the President, certain policies may need approval from the Board of Trustees, as appropriate.
 - c. All University policies must be approved by the President.
 - d. If required, the Board of Trustees will approve the policy.
 - e. Once a policy receives final approval, it shall be the responsibility of the Human Resource Services Department to promulgate the policy.
 - **NOTE:** Existing policies that only require name changes or minimal content edits that do not alter the policy purpose, intent, or principles do not require promulgation to the campus community but do require a review by Cabinet. The respective Vice President or Director of Human Resources may present existing policies to Cabinet at any time.
 - f. If a change, recommendation or new policy is not approved the author or proposer is informed as to why and has 30 days to deliver a case for support for the policy as proposed or a revised version of the policy for review.
6. All policies are required to be in writing, utilizing the attached policy template.
7. All University policies will be posted on the Campus Intranet, Schreiner One. The policy posted on Schreiner One is the latest and official version of any policy. Printed versions of a policy may be included within other printed publications, such as the Faculty Manual, but must include a disclaimer that the official designated intranet site should be consulted for the latest and official version of any policy.
8. This policy applies to revisions to any policy.
9. All policies are subject to change by the University.
10. All Policies must include the date of approval, effective date and date of review.

Date of Review: October 7, 2024

Date of Approval: October 14, 2024

Policy Template

TITLE OF POLICY (EFFECTIVE DATE)

Purpose

State the reason for the policy. May also include background information to place the policy in the broader context.

Scope

State whether the policy is a University, divisional, school/college or departmental policy and identify the affected division, school/college or department.

Definitions (if needed)

Policy

Set forth the actual policy and how it will work. Any procedures related to the policy should be identified, developed and either linked to the policy or included within the policy, if brief.

Date of Review:

Date of Approval: