POLICY TITLE: UNIVERSITY POLICY DEVELOPMENT AND PUBLICATION

POLICY PURPOSE: This Policy is required for the effective communication of University Policies and for the ease of use and identification of approved University Policies. University Policies must be kept current, and made available to all relevant operating units in a timely manner.

APPLIES TO: All members of the FHSU community.

DEFINITIONS:

Appendices: Contain laws, regulations and checklists that may pertain to the policy.

Contacts: Names the University office(s) that can answer specific questions regarding the policy or approve exceptions.

Definitions: Lists the terms used in the document alphabetically; defines unfamiliar terms that have a specialized meaning in the policy.

Departmental/School/Operating Unit Policy: A policy that does not have broad impact on the University community and is limited in its scope and application to a specific area.

Forms: A list of forms the reader must use to comply with the policy, explains the purpose of each form, or may provide a hyperlink to the applicable form(s).

Policy: Is a concise statement of the University's position on the subject matter and may state who should follow the policy, when the policy applies, and list any major conditions or restrictions.

Policy Owner: Is the Responsible University Official charged with the responsibility for creating, implementing, and updating University policies in his/her area of jurisdiction.

Policy Review Committee (PRC): Is a standing committee of the University. Its role is to review, help ensure that new or revised University policies follow an approved format and process, and are approved by the respective Responsible University Official. The PRC provides leadership and helps ensure accountability for University compliance. The PRC accomplishes this by identifying and evaluating institutional risks and communicating recommendations to senior management to aid in remediation efforts.

Procedures: Describe the means by which policies are implemented.

Reason for Policy/Purpose: States the legitimate interests of all parties, describes the problem or conflict the policy addresses, and cites any legal or regulatory reasons for the policy.

Responsible Office: Under the direction of the Responsible University Official, the Responsible Office will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, its issuance, and timely updating.

Responsible University Official: The Policy Owner. The individual charged with the responsibility for creating, implementing, and updating University policies in his/her area of jurisdiction.

University Policy: Defined as a policy with broad application throughout the University, which helps ensure coordinated compliance with applicable laws and regulations, promotes operational efficiencies, enhances the University's mission or reduces institutional risk.

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POLICY STATEMENT:

General University Policy Standards

All policies that meet the above definition and have been developed and approved in accordance with this Policy should be included on the official policy web site and are governed by this Policy. See the definitions above for the distinction between a policy and a procedure. Many other important school or departmental policies and procedures do not meet the above definition. They are not governed by this document. However, these local policies should be clearly written and well communicated. It is suggested that the Standard Policy Template be used as a guide for content.

Every policy must fall within the jurisdiction of a Responsible University Official. The Responsible University Official will designate a Responsible Office within their department. Both the Responsible University Official and the Responsible Office will be listed within the policy document. The Responsible Office will generally be the office that develops and administers the policy and procedures, and will be accountable for the accurate formulation, issuance, and timely updating of the document.

Policies should be drafted so that they are clear and concise. Policies should contain sufficient information on the subject without being excessive in length.

Policy Review

A Responsible University Official:

1. Develops a draft policy for which they proactively seek input from appropriate members of the University community.
2. Forwards a copy of the updated draft to the Policy Review Committee (PRC).
3. PRC will provide a forum to ensure adequate review of the nature and operational aspects of policies being established or modified.
4. Updates draft policy based on feedback and resubmits the revised draft policy to the PRC.
5. Secures approval by respective officer (Note - if a policy involves compliance with regulatory issues, the Office of General Counsel must have reviewed the policy.)
6. Forwards approved policy to President's Cabinet for approval.
7. Disseminates policy as appropriate.

Standard Policy Template

To ensure consistency, a Standard Policy Template has been created. Use of the Standard Policy Template facilitates the adoption of clear, concise policies and procedures at all levels of the organization. All policies should be in the Standard Policy Template and all required sections must be included. Please refer to the Forms section of this policy for a copy of the official Standard Policy Template.

Interim Policies

Policies may be put into place on an interim basis in situations where a University policy must be established in a time period too short to permit the completion of the process delineated in this policy. An interim policy will remain in force for up to six months from the date of issuance.

Issuing a Policy

The PRC will assist in the coordination of announcements and distribution of newly released policies in order to ensure that the University community is made aware of changes when they occur. Newly released policies will be communicated to the community at large via targeted email messages and/or other means as appropriate.

Origination Date

Every policy should have an origination date so that it is clear when and for how long the policy has been in effect.

Policy Applicability/Who Needs to Know the Policy

A brief statement should be provided indicating who should observe the policy, who may be affected by the policy, and/or who should understand the policy in order to perform his/her job.

Review Period/Policy Amendments
Every policy shall be reviewed periodically as determined by the Responsible University Official. The period of review should be identified on the document when the policy is approved and implemented. The Responsible Office is responsible for updating the policy if there is a change in law or regulation.

When changes are necessary to a University policy, the Responsible Office should forward the amendment to the PRC.

RELATED DOCUMENTS:	**Forms:** Standard Policy Template, www.fhsu.edu/policies/files/template/
KEYWORDS:	Policy on Policies, Standard Policy Template, Policy Review Committee
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RESPONSIBLE UNIVERSITY OFFICIAL:	Todd Powell
ORIGINATION DATE:	04/15/2011
REVIEW CYCLE:	Every three years

POLICY ADDRESS:	www.fhsu.edu/policies/files/policy-development-and-publication/
LAST APPROVED ON:	04/15/2011
REVIEW/CHANGE HISTORY:	04/15/2011 Approved by Todd Powell
NEXT REVIEW DATE:	04/15/2014