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.

BACKGROUND:

APPLIES TO: All members of the FHSU community

DEFINITIONS: **Definitions:** Lists key 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 is largely maintained by a department, school, or operating unit within the University and limited in its scope and application to a specific area.

ELT: Executive Leadership Team, as appointed by the President.

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

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

Policy Owner: The Responsible University Official charged with the responsibility for creating, implementing, and updating University Policies in their area of jurisdiction.

Procedures: Describes the means by which policies are implemented and may be developed and updated by the Responsible University Official or Responsible Office outside of the Policy Development and Review Process.

Reason for Policy/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: The office that, under the direction of the Responsible University Official, will develop and administer a particular policy and any associated procedures and that will be accountable for the accuracy of its

subject matter, its issuance, and its timely updating.

Responsible University Official: The individual (the Policy Owner) charged with the responsibility for creating, implementing, and updating University Policies in their area of jurisdiction.

Senior Leadership Team: Senior Leadership Team, as appointed by the President.

University Policy: 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.

CONTENTS:	i. General University Policy Standards ii. Policy Development and Review Process iii. Interim Policies iv. Issuing a Policy v. Review Period/Policy Amendments

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 website 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; these policies are not governed by this document. However, these local policies should be clearly written and well communicated. The Standard Policy Template shall 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 associated 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 Development and Review Process

University Policies shall be developed and reviewed in accordance with the procedures attached hereto as Appendix A.

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

ELT, SLT, and Cabinet 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 posting on the University Policies website, and additional forms of communication may include Cabinet notes and targeted email messages and/or other means of communication as appropriate.

Review Period/Policy Amendments

Every policy shall be reviewed periodically as determined by the Responsible University Official. The period of review should be at least annually. The Responsible Office is responsible for updating the policy if there is a change in law or regulation, change in policy by the Kansas Board of Regents, or other applicable change necessitating a change in policy.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:	
RELATED DOCUMENTS:	**Policies:** **Forms:** Standard Policy Template, Policy Summary Sheet **Other:**
KEYWORDS:	Policy on Policies, Standard Policy Template
RESPONSIBLE OFFICE:	General Counsel
RESPONSIBLE UNIVERSITY OFFICIAL:	General Counsel
ORIGINATION DATE:	04/15/2011
CHANGE HISTORY:	Adopted by Cabinet 10/24/2018 ELT 01/29/2016 Revisions Recommended for Approval by Cabinet 2 2026 Approved by President Mason 3/2/2026

Appendix A

Procedures for Policy Development and Review Process

Standard Process

Responsible University Official:

1.   Develops a draft policy (or a draft revision to an existing policy), proactively seeking for which they proactively seek input from appropriate members of the University community and fills out the summary sheet to go with the policy.

2.   Forwards a copy of the updated draft of the policy and summary sheet to General Counsel to review for form and conflicts.

3.   If the policy is new, it will move on to ELT for review. If the policy is a substantive update or revision to an existing policy, it will move on to Senior Leadership Team for review.

     a. If the policy update or revision is a non-substantive change, e.g., formatting, typographical or grammatical revisions, minor editorial changes, updates to job/position titles or time frames, etc., the revision may be made directly by General Counsel in consultation with the Responsible University Official.

4.   ELT and/or SLT will provide a forum to ensure adequate review of the nature and operational aspects of policies being established or substantively updated.

5.   General Counsel will forward policy to President's Cabinet for 1st and 2nd review and final approval by Cabinet. President has final approval authority.

6.   General Counsel's Office will disseminate policy as appropriate, typically by updating the University Policies website.

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 University Policies should be in the Standard Policy Template and all required sections should be included.

The Standard Policy Template will be provided upon request from General Counsel's Office; once completed in a Word document, the Responsible University Official will forward the draft policy or policy revision to General Counsel.