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**POLICY TITLE:** UNIVERSITY POLICY DEVELOPMENT AND PUBLICATION

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**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.

**ELT:** Executive Leadership Team. Made up of President, vice presidents and CEO of Foundation.

**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.

**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.

**Senior Leadership Team:** President, vice presidents, CEO of Foundation, associate provost, deans, URM director, AD, Director of Facilities Planning, CIO, general counsel, director of Alumni and governmental relations, assistant vice president for student affairs/enrollment management

**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. 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 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 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. If the policy is new, it will move on to ELT for review. If the policy is a standard 3 year review, it will then move on to Senior leadership team for review.
3. ELT will provide a forum to ensure adequate review of the nature and operational aspects of policies being established and it will then move on to Senior leadership team.
4. General Counsel forwards policy to President's Cabinet for 1<sup>st</sup> and 2<sup>nd</sup> review and final approval.
5. General Counsel's Office 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.

The Policy Template will be provided upon request from General Counsel's Office and once completed in a Word document forward back to General Counsel.

## **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 ELT 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/](http://www.fhsu.edu/policies/files/template/)

**KEYWORDS:**

Policy on Policies, Standard Policy Template, Policy Review Committee

**RESPONSIBLE OFFICE:**

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**RESPONSIBLE UNIVERSITY OFFICIAL:**

General Counsel

**ORIGINATION DATE:** 04/15/2011

**REVIEW CYCLE:** Every 3 years

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**POLICY ADDRESS:** [www.fhsu.edu/policies/files/policy-development-and-publication/](http://www.fhsu.edu/policies/files/policy-development-and-publication/)

**LAST APPROVED ON:** Adopted by President’s Cabinet 03/28/2018

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ELT 01/29/2016  
04/15/2011

**NEXT REVIEW DATE:** 10/2021

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