Missouri Western State University

Policy Name: Policy on Policies	**Date Approved**: February 24, 2022
Policy Category(ies): Governance and Policies of General Application	**Date Effective**: July 1, 2022
Policy Number: [intentionally left blank]	**Date Last Revised**:
Approval Authority: Board of Governors	**Date Last Reviewed:**
Responsible Office: Office of the President	**Recommended Review Cycle**: 5 years

I.   Policy Statement

The University's mission and values are expressed in and supported by its stated Policies. University Policies protect the integrity of the University's mission, reputation and operations, and support the management of major institutional risks. With this Policy, the University seeks to bring consistency to creating and adopting University-wide policies, which will help the University maintain accountability and bring transparency to the process of policy adoption and review. All University Policies must be developed, modified, approved and published in accordance with the standards outlined in this Policy and must be published on the University's Policy Library website. University Policies must be kept current, reviewed on a regular basis, and made available to all relevant operating units in a timely manner.

The President of the University has general control and supervision over all matters pertaining to the University and its activities (except for those matters specifically reserved by the Board of Governors and/or as set out in the Board of Governors Bylaws), subject to the advice and approval of the Board of Governors. Pursuant to that authority, the President approves all University Policies or delegates to University officers the ability to develop policies and procedures for their areas of responsibility, consistent with University Policies. Under those circumstances when the Board of Governors mandates the creation of University Policy, it should also direct the President to have the competent management authority within the University to design procedures, as needed, to best accomplish the policy objectives. The Board may reserve to itself the approval of these procedures, or it may empower the President to approve these procedures.

This Policy applies to the creation, revision, or deletion of all University policies after the enactment of this Policy and supersedes all other University Policies, except as specified herein.

II.   Applicability

This Policy applies to creating, adopting, and amending policies that are intended to apply University-wide or that will affect a substantial portion of the University community.

In deciding whether a particular policy or procedure is a University Policy that must be reviewed and adopted as required here, individuals may consult with the Office of the President.

III.   Definitions

Approving Authority: An individual (such as the University President or Provost for an Academic Policy) or a group of individuals (such as the Board of Governors) who has authority to approve and implement a University Policy. In some cases, the Approving Authority and the Responsible Office may be the same.

Policy Webmaster: An individual charged with responsibility for confirming all final, approved policies comport with the format requirements stated within this policy and for posting the approved policy on the University Policy Library. The Policy Webmaster has sole authority for physically posting or removing policies from the online University Policy Library. The Policy Webmaster is responsible for tracking revisions to existing University Policies and assisting with scheduling standard policy reviews. The Policy Webmaster will maintain historical copies of policy revisions, and will also notify responsible parties when a particular University Policy is scheduled for review or revision.

Procedure: A set of detailed rules or specific actions created to implement a University Policy.

Related Policies: Policies that are cross-referenced or substantially affected (but not contradicted) by a University Policy.

Responsible Office: The University office responsible for sponsoring (when applicable), maintaining, implementing, enforcing, and/or updating a University Policy under the jurisdiction of that office. The Responsible Office considers stakeholder comments on drafts of proposed policies and approves final drafts of University Policies before they are presented to the Reviewing Authority and/or Approving Authority for approval.

Reviewing Authority: An individual at the University who oversees a University department or office, typically a Vice President or other individual as designated by the President or Board of Governors, and who is responsible for reviewing policies within the respective office's area of control and expertise to ensure clarity of expression, legality, constituency perspectives, congruence with other policies and procedures, and like questions, are addressed and have been considered.

Stakeholders: Individuals or governance groups invited to provide comments on a draft policy or procedure in relation to its likely impact on members of the University community. Governance groups or organizations such as the Faculty Senate, Staff Association, Student Government Association, or others, are responsible for alerting their respective constituencies of proposed drafts or policy revisions and for collecting and submitting any offered advice and comment on proposed policies or revisions to the Reviewing Authority.

University Counsel: The office responsible for providing legal review of University Policy, procedure, and supporting documents when necessary or upon request.

University Policy: A University Policy is a statement of the University's position on specific matters that affect or apply to operations and to the administration, faculty, staff, and/or students or all groups or departments and is reviewed and approved by the University President and/or Board of Governors. University Policies will generally change infrequently and set a course for the University for the foreseeable future. In the event of a conflict between a University Policy and a school or department "policy," the University Policy will prevail.

IV. Procedures

A. Policy Development for all University Policies

1. Formally approved according to the process described below;
2. Maintained, regularly reviewed, and updated by the Responsible Office, as necessary;
3. Accessible to affected members of the MWSU community and, when necessary, to those doing business with the University;
4. Distributed to all affected individuals in a timely manner; and
5. Available in the University Policy Library (website).

B. Format (See Appendix A)

1. Policy Name;
2. Policy Category(ies);
3. Policy Number;
4. Approval Authority;
5. Responsible Office;
6. Date Approved;
7. Date Effective;
8. Date Last Revised;
9. Date Last Reviewed; and
10. Recommended Review Cycle.

Existing policies predating this policy may not be in the standard format. Over time, these policies should be reviewed and converted to the standard format.

C. Policy Review and Approval Process

The following process will be used for all University Policies (procedures, guidance documents, and forms which the University has deemed to be purely administrative in nature, consistent with the University's historical practices, need not follow the following process so long as they do not conflict with existing University Policy).

1. Development and Sponsorship of Proposal

University Policies are proposed by administrative procedure adopted and followed by the Board of Governors. Generally, a Responsible Office or administrator within the office will identify a University policy issue and develop and sponsor it into a policy proposal. For example, academic policy proposals may be presented by the Provost; policies related to Human Resources (HR)/Personnel may be presented by the Director of Human Resources; policies related to Informational Technology may be presented by the Chief Information Officer. Any individual or unit may also identify the need for a new policy but at least one University Responsible Office must agree to serve as the policy owner and be accountable for a policy's implementation and enforcement.

When a proposed policy is identified or an existing policy deemed appropriate for revision, the Responsible Office is responsible for creating a draft policy or restructuring an existing policy following the University Policy format outlined in Appendix A. Proposals for substantive policy revisions to existing policies must include: 1) the current policy version showing the changes being proposed; and, 2) strikeouts to indicate deletions and underlining and bolding to indicate additions.

Policies should be drafted so that they are clear and concise and contain sufficient information on the subject without being excessive in length. If a University Policy involves compliance with regulatory issues, the Office of General Counsel must also review and approve the draft. Careful consideration must be given, where applicable, to the education and training needs of the campus community as it relates to the subject matter of the policy, as well as the Policy's likely impact on the member of the University community.

2. Review and Endorsement

Proposed University Policies will be submitted by the Responsible Office to the appropriate Reviewing Authority for review, comment, and/or revision.

The Reviewing Authority may initiate a period of open campus review. The open review period will normally last 30 calendar days, but may be modified by the Reviewing Authority or Approving Authority as special circumstances dictate. During an open review period, the Reviewing Authority or that individual's designee will collect comments, questions, and concerns from individuals, governance groups, and other stakeholders. Collected comments will be will be provided to and reviewed by the Reviewing Authority for consideration.

The Reviewing Authority will either endorse the proposed University Policy and submit a final version to the Approving Authority for approval, or if not endorsed, will notify the party(ies) who submitted the proposal of the decision not to endorse. The Reviewing Authority may ask for additional information or revision as part of the review process.

When a proposed University Policy is endorsed, the Reviewing Authority will submit the final version to the Approving Authority.

3. Approval

University Policies endorsed by the Reviewing Authority are forwarded to the Approving Authority for final review. The Approving Authority may ask for further discussion or revisions to the proposal before approving or rejecting it.

New policies and revisions to policies go into effect immediately upon approval by the Approving Authority unless another enactment date is otherwise expressly identified.

4. Implementation

As appropriate or needed pursuant to the University Policy, the Responsible Office will be responsible for drafting related procedures, guidance documents, and providing necessary training to affected groups and individuals within the campus community. As appropriate or when required, the Responsible Office will also have responsibility for collecting data related to the implementation of the University Policy, measuring the effectiveness of the University Policy, and enforcement of the University Policy.

5. Publication

All approved University Policies must be submitted to the Policy Webmaster to ensure proper online Policy Library posting protocol. Once the proposed University Policy is approved at all levels, the Approving Authority or designee will forward an electronic copy to the Policy Webmaster, who will log the new University Policy in the Policy Library.

D. Ongoing Policy Review

University Policies will be systematically reviewed by the Board of Governors Policies and Bylaws Committee and designees in order to determine whether (a) each is still needed; (b) updates or other changes are needed; and (c) there are gaps that indicate where a new policy should be developed. The results of this ongoing review will be communicated to the University periodically and any revised or developed University Policy shall be included on the University's Policy Library once finalized and approved.

Minor, non-substantive revisions (changes in language for consistency purposes, formatting, etc.) to policies and related procedures can be made at any time with the agreement of the Reviewing Authority and Approving Authority. Substantive changes to University Policies undergo the full review process as outlined above.

At any time if a member of the University community has questions about a Policy or its procedures, or if they would like to propose changes, they should contact the Responsible Office.

E. Decommissioning a University Policy

If a Responsible Office believes that a University Policy they oversee is no longer useful, applicable, or is more effective if combined with another University Policy, they may choose to decommission the University Policy. Responsible Offices should confer with the Reviewing

Authority, applicable University governance groups, and subject matter experts as appropriate to ensure overall impact of decommissioning the Policy is considered.

F. Policy Library Categories

For organizational purposes, the University Policy Library webpage will list all policies by name and primary category(ies), and will provide links to related Policies and procedures or forms, where appropriate.

The University Policy Library includes the below numbered categories for purposes of identifying and classifying the nature or primary function(s) of the policy:

Category	Definition
1. Academic/Enrollment	Policies that relate to enrollment and academic matters
2. Business, Finance, and Auxiliary Operations	Policies related to accounting, budgeting, procurement, travel, and other financial functions
3. Enterprise Risk Management	Policies related to activities under University risk management administration
4. Ethics, Integrity, and Compliance	Policies concerning appropriate conduct, and/or compliance with University policies and procedures
5. Facilities, Equipment, and Property	Policies concerning use and care of University property and those promoting development and growth without significant deterioration of the environment or depletion of natural resources
6. Faculty	Policies related to all facets of faculty life
7. Governance and Policies of General Application	Policies that provide the framework for the Board of Governors to manage its own operations, for administration to implement and comply with the intent of the Board of Governors, or Senior Leadership administration
8. Human Resources and Employment	Policies, rules, and related procedures and information impacting working relationships within the University for all employee groups
9. Information Technology and Data Security	Policies that cover systems, access, data, and related issues
10. Legal	Policies concerning laws and regulations, not otherwise categorized

11. Marketing and Communications	Policies that govern marketing and communications, University trademarks, and branding
12. Health, Safety, and Risk Management	Policies concerning health, security, and safety of faculty, staff, students, and guests
13. Research, Technology Transfer, and Intellectual Property	Policies that govern intellectual property, sponsored programs, and related research
14. Student Life	Policies applicable to all facets of student life, including athletics and student organizations
15. University Advancement	Policies related to giving and receipt of gifts to and from the University

Appendix A

A standard policy template for University Policies ensures clarity and consistency. University Policies will be written and maintained following the basic format described below:

Policy Name:	**Date Approved**:
Policy Category(ies):	**Date Effective**:
Policy Number:	**Date Last Revised**:
Approval Authority:	**Date Last Reviewed:**
Responsible Office or Official:	**Recommended Review Cycle**:

I. **Purpose/Policy Statement**
II. **Applicability**
III. **Definitions**
IV. **Procedures (may be included or otherwise referenced)**

*Cross-Referenced Policies should be identified at the end of the University Policy.