Missouri Western State University

Policy Name: Policy on Policies	**Date Effective**: July 1, 2022
Policy Category: Governance, Legal and General Administration	**Date Last Revised**: June 27, 2024
Approving Authority: Board of Governors	**Date Last Reviewed:**
Responsible Office: Office of the President	**Recommended Review Cycle**: 5 years

I.   Purpose

This Policy is designed to provide a uniform University Policy format, ensure a consistent review, adoption, amendment and repeal process, and provide for dissemination and management of University Policies.

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 Vice President who oversees the respective department or area) 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 reviews policies within their respective area(s) 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. The Responsible Office may collect and consider stakeholder comments on drafts of proposed policies and approves final drafts of University Policies before they are presented to the Approving Authority for approval. Examples of Responsible Offices include the Office of the President, Office of Human Resources, Risk Management, Finance and Administration, and Provost's Office.

Stakeholders. Individuals or governance groups that may be 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 Responsible Office or Approving 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 Board of Governors, University President, or designee. 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. Policy

The University's mission and values are expressed in and supported by its stated University Policies. University Policies protect the integrity of the University's mission, reputation and operations, and support the management of major institutional risks. Individuals engaged in developing and maintaining University Policies must follow the requirements outlined in this document for drafting, approving, revising, and withdrawing University Policies. University Policies must be thoroughly reviewed, maintained, and made available to the University community to promote, compliance, accountability, consistency, and fairness.

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.

V. Procedures/Policy Details

A. Introduction

University Policies align operations, set behavioral expectations across the University community, and communicate policy roles and responsibilities. Policy owners or drafters have the important task of reaching the intended audience with policies that are clear, easy to read, and provide the right level of information for the individuals specifically affected by the content. If users understand a policy, they are more likely to follow it and incorporate it into their daily work.

The University uses a standard policy template that organizes the information in a consistent manner across all University Policies. This document and the attached appendices provide explanations and guidelines for each of the policy sections to make it easier to begin drafting policy and procedures.

University Policies should be distinguished from procedures and practices and/or from policies within a department or unit. In the event of a conflict between a University Policy and a procedure, practice, or department or unit policy, the University Policy supersedes.

B. 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).

C. Format (See Appendix A)

1. Policy Name;
2. Policy Category;
3. Approving Authority;
4. Responsible Office;
5. Date Effective;

6.   Date Last Revised;
7.   Date Last Reviewed; and
8.   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.

D.   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. <u>Development and Sponsorship of Proposal</u>

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 employment or personnel matters may be presented by the Director of Human Resources; policies related to information technology or cybersecurity 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 or 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. <u>Review and Endorsement</u>

Proposed University Policies will be submitted, developed, or revised by the appropriate Responsible Office. The Responsible Office is responsible for reviewing and/or developing 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.

The Responsible Office will either endorse a 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.

3. Approval

University Policies endorsed by the Responsible Office 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.

The Approving Authority may initiate a period of review by directing the Responsible Office to solicit comments from stakeholders or the greater campus community, if needed. The open review period will normally last 30 calendar days, but may be modified by the Approving Authority as special circumstances dictate. During an open review period, the Responsible Office 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 Responsible Office and Approving Authority.

If the Approving Authority is not the Board of Governors or the President, the Approving Authority is responsible for ensuring the President is notified of the policy prior to implementation.

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.

E.   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 Responsible Office 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 University Policy or its procedures, or if they would like to propose changes, they should contact the Responsible Office or the Office of General Counsel.

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

G.   Policy Library Categories

For organizational purposes, the University Policy Library webpage will organize all policies by category. Policies in each category will be listed alphabetically and may 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. Academics and Faculty Affairs	Policies that relate to academic affairs and faculty life
2. Admissions and Enrollment	Policies concerning admissions, enrollment management, and withdrawal
3. Business and Finance	Policies related to accounting, budgeting, procurement, travel, and other financial functions
4. Facilities, Equipment, and Property	Policies concerning use and care of University property

5. Governance, Legal, and General Administration	Policies that provide the framework for the Board of Governors to manage its own operations, general oversight of the University, and legal compliance
6. Human Resources	Policies, rules, and related procedures and information impacting working relationships within the University for all employee groups
7. Information Technology	Policies that cover systems, access, data, hardware, and related issues
8. Marketing and Communications	Policies that govern marketing and communications, University trademarks, and branding
9. Safety and Risk Management	Policies concerning the health, security, and safety of faculty, staff, students, and guests and policies related managing institutional risk
10. Research and Intellectual Property	Policies that govern intellectual property, sponsored programs, and related research
11. Student Affairs	Policies applicable to all facets of student life, including athletics and student organizations
12. 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 Effective:
Policy Category:	Date Last Revised:
Approving Authority:	Date Last Reviewed:
Responsible Office:	Recommended Review Cycle:

      I.   **Purpose**

      II.   **Applicability**

      III.   **Definitions**

      IV.   **Policy**

      V.   **Procedures/Policy Details**

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