

 <p>Category: Administrative</p> <p>Policy applicable for: Faculty/Staff</p>	<p><i>Policy Title:</i> Formulation and Issuance of University Policies</p> <p>Effective Date: 07/01/2012</p> <p>Prior Effective Date: mm/dd/yyyy</p> <p>Enabling Acts: University Rule 10-5-01</p>	<p><i>Policy Number:</i> 1.12.1</p> <p>Policy Owner: President</p> <p>Responsible Office(s):</p>
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Background

University policies connect the university’s mission with individual conduct, clarify institutional expectations, support compliance with laws and regulations, mitigate institutional risk, and enhance productivity, efficiency and cost containment in the university’s operations. University policies should be thoroughly reviewed, maintained, and made available to the university community to promote awareness, compliance and accountability.

Policy

Any individual or unit may identify the need for a new policy; however an appropriate administrator at the vice president level or higher must agree to sponsor its development and be accountable for its procedures. The administrator will appoint a responsible office(s) to develop a policy draft.

Once the responsible administrator approves the draft, the draft must be vetted through the appropriate bodies for review and feedback, which may include the Academic Committee (AC), Academic Operations Committee (AOC), Fiscal Coordinating Committee (FCC), Cabinet, and the Budget Committee (BC). Once appropriate changes are made based on the feedback received in the vetting process, the appropriate vice president may recommend implementation of the policy to the appropriate senior vice president or to the president.

Following approval of a policy, the responsible offices, must provide the necessary communication and training to the university community on the policy prior to implementation.

All new or revised policies must conform to the standard policy format and be available on the University’s Policies, Procedures & Manuals website.

Related links:

[University Policies, Procedures & Manuals Website](#)

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