

POLICY

Effective Date: May 3, 2007

Approved By: President Morse

Authority: WWU Board of Trustees Rules of Operation

See Also: PRO-1000.10A

POL-U1000.10 DEVELOPING AND MAINTAINING UNIVERSITY POLICIES

This policy applies to all university divisions for the development of university policies.

Purpose:

The purpose of this policy is to ensure that university policies and procedures carry out the mission of the institution. They must be clearly written, comply with legal requirements, and be published so that they are accessible to university constituents. Further, the purpose of this policy and the related procedure is to define a policy making process that provides for participation of those who have relevant expertise and for solicitation and consideration of constituent perspectives.

When authority to promulgate policies has been delegated to a division or to the Faculty Senate by the Board of Trustees or the President, POL-U1000.10 does not apply. However, those policies should be clearly written, comply with legal requirements, be developed in consultation with appropriate university constituents and be well communicated.

Definitions:

University Policy:

- enhances the mission of the university;
- ensures compliance with applicable laws and regulations;
- captures management decisions and provides a record about university operations;
- promotes operational effectiveness and efficiencies and reduces institutional risks;
- applies broadly throughout the university and pertains to more than one division of the university; and
- requires the President's review and approval for policy issuance and major amendment.

Executive Policy Group: A committee comprised of President's Council, Provost's Council, Executive Director for Equal Opportunity, and presidents of the governance groups. This group is charged with approving policy initiation and recommending approval of university policies.

Policy Impact Statement: A document that describes the need and justification for newly proposed university policies and revisions to university policies.

Responsible Officer (or designee): The individual(s) responsible for initiating, developing and maintaining university policies under the purview of the President, Provost or Vice Presidents.

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Technical Review Committee: A standing committee appointed by the President comprised of individuals from internal controls, internal audit, legal services, risk management, human resources and including representative(s) designated by responsible officers to participate in review of a policy under their purview.

University Policy Creation/Revision Process: The process defined in PRO-U1000.10A and illustrated in the flow chart attached to this policy.

Policy:

1. President, Provost, and Vice Presidents Will Create, Maintain And Implement University Policies

These responsible officers (or designees) will:

1. Develop and monitor policies for their units to ensure accountability and compliance with laws and regulations.
2. Notify appropriate management as significant revisions are needed to the policy.
3. Follow the university policy creation/revision process.
4. Appoint the responsible office for each policy developed and maintained within the unit.
5. Ensure that stakeholders are identified and consulted in the policy review process.

2. Executive Policy Group Reviews and Authorizes All Policy Development

The Executive Policy Group is responsible for reviewing and approving the Policy Impact Statement before the policy is developed or amended, and for recommending policy approval to the President. The Executive Policy Group will ensure that the review includes broad solicitation and consideration of stakeholder and constituent perspectives and participation in policy development by those who have relevant expertise.

3. University Policy Coordinator Facilitates the Policy Making Process

The University Policy Coordinator is responsible for facilitating and recording the steps of the policy making process, soliciting comment from the campus community, and overseeing orderly publication of approved policies.

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4. **Technical Review Committee Reviews All University Policies**

The Technical Policy Review Committee is responsible for reviewing draft policies for legal compliance and form to promote operational efficiencies and reduce institutional risks.

5. **University Policy Coordinator Will Post Draft Policies for a 30-Day Comment Period**

The University Policy Coordinator will circulate all draft policies broadly, post them on the university policy website for a 30 day comment period prior to submission for approval, and announce the comment period in *FAST*.

6. **President Approves All University Policies Except Those For Which Board of Trustees Retains Authority**

7. **University Publishes Approved Policies and Notifies Affected Employees and Departments**

1. The University Policy Coordinator ensures that university policies are indexed, published on the university policy website and placed on file in the Library to ensure the integrity of the policy system. All references to university policies within departmental websites will link directly to the university policy website.
2. Responsible Officers notify affected employees and departments of policy approvals in a timely manner.

8. **Proposed Policy Amendments Require Review**

1. The Executive Policy Group will determine whether a proposed policy amendment is a substantive change to a policy and therefore requires full review.
2. If the Executive Policy Group determines the proposed amendment is not substantive, the proposed amended policy will be posted for 30 days for comment before effective date and publication.

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9. University Policies Will Follow a Consistent Format

Western Washington University adopts the policy-writing style developed by Larry Peabody in the publication *How to Write Policies, Procedures & Task Outlines: Sending Clear Signals in Written Directions, 3rd Edition, 2001*.

1. All new university policies and substantive policy amendments will use the Peabody format.
2. Divisional and college policy developers are encouraged to use the Peabody format.
3. The university will provide access to training for policy developers to write and develop policies using the Peabody format.

10. President May Adopt Interim Policies

The President may adopt interim policies or procedures to meet legal or operational requirements as needs arise, consistent with Section 070(6) of the Board of Trustees *Rules of Operation*. Interim policies will have an expiration date that provides time for full consideration in accord with this policy.