

Policy Number: 123	Effective Date: 07/01/1997
Policy Title: Protocol for Submitting or Revising Policy	Revised: 09/20/2001; 01/25/2006; 07/01/2010; 10/30/2015; 03/28/2016
Approval Date: 07/01/1997	President's Signature: On File

## **Protocol for Submitting or Revising Policy**

### **STATEMENT:**

This policy defines procedures for submitting for approval a new WLU policy or for submitting a revision(s) to current WLU policies.

### **I. PROTOCOL:**

A. Staff members may submit proposals for new policies or revisions of current policies to the Classified Staff Council, which will be charged to consider any such proposal and determine whether or not to forward it to the Chief Human Resources Officer. The Chief Human Resources Officer shall review any proposal received from the Classified Staff Council and provide the proposal and a recommendation to the President within 15 days. Copies of any such proposal and recommendation shall be made available to the campus community for comment per section G below.

B. Faculty members may submit proposals for new policies or revisions to current policies to the Faculty Senate, which will be charged to consider any such proposal and determine whether or not to forward it to the Provost. The Provost shall review any proposal received from Faculty Senate and provide the proposal and a recommendation to the President within 15 days. Copies of any such proposal and recommendation shall be made available to the campus community for comment per section G below.

C. Non-classified administrators may submit proposals for new policies or revisions to existing policies directly to the President of the University. Copies of any such proposal shall be made available to the campus community for comment per section G below.

D. Deans Council may submit proposals for new policies or revisions to existing policies directly to the President of the University. Copies of any such proposal shall be made available to the campus community for a comment per section G below.

E. Students may submit proposals for new policies or revisions to current policies to the Student Government Association or Graduate Student Association, as appropriate, which will be charged to consider any such proposal and determine whether or not to forward it to the Vice President for Student Services/Registrar. The Vice President for Student Services/Registrar shall review any such proposal and provide the proposal and a recommendation to the President within 15 days. Copies of any such proposal and recommendation shall be made available to the campus community for comment per section G below.

F. A standing committee composed of the Provost, Chief Human Resources Officer, one representative selected by the Faculty Senate and one representative selected by the Classified Staff Council shall review each University Policy annually. The Provost shall chair this committee. Any proposal(s) for new policies or revisions to current policies from this committee shall be submitted directly to the President of the University. Copies of any such proposal shall be made available to the campus community for comment per section G below.

G. The comment period referenced in sections A through F of this policy shall include 30 weekdays on which classes are in session, and which are contained within the academic year, beginning no earlier than 15 August and ending no later than 15 May. The proposal and any recommendation, as required by sections A through F, will be distributed electronically by the Office of Human Resources to all administrators, faculty, staff and students, including Faculty Senate, Deans Council, and the Classified Staff Council. Comments should be limited to the proposed changes. They will be collected by the Office of Human Resources and forwarded to the President at the conclusion of the comment period. The comments will be made available to any campus constituency upon request. Extensions to the comment period may be requested by the Faculty Senate, Classified Staff Council or Deans Council. Approval or disapproval of any such request shall be determined by majority vote of the Standing Committee described in section F.

H. The President of the University will consider all proposals, recommendations and comments received relative to this policy and will approve, approve with edits, or disapprove any such proposal within 15 days of the close of the comment period. The President has the final local authority on all policies. Her/his decision will be relayed to the Chief Human Resources Officer, whose responsibility it will be to communicate the decision to the appropriate group(s) and to publish any new or revised policy.

I. Changes that do not materially affect the meaning of a policy (changes that are non-substantive, editorial, or are related to format, grammar, punctuation, etc.) may be made at any time at the direction of the President.

J. The Human Resources Office shall maintain a Master Institutional Copy of all approved WLU policies and procedures and shall forward a copy of any new or revised policy to the Higher Education Policy Commission (HEPC) in a timely manner.