Protocol for Submitting or Revising University Policies & Procedures

UNIVERSITY POLICY #123

Authority:
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President's Signature: On File

SECTION 1: Purpose and Scope

1.1 This policy defines procedures for submitting for approval a new WLU Policy or Administrative Procedure or for submitting a revision(s) to current WLU Policies or Administrative Procedures.

1.2 Board of Governors Rules and all internal office procedures are exempt from the requirements of this policy.

SECTION 2: Definitions

2.1 **Policy.** A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the university community in the conduct of university affairs. A university policy is a governing principle that mandates or constrains actions authorized by a Board of Governors Policy, has institution-wide application, changes infrequently and sets a course for the foreseeable future, helps ensure compliance with applicable laws and regulations, reduces institutional risk, and is approved by the University President.

2.2 **Procedure.** A procedure is a guideline or series of interrelated steps taken to help implement the policy. University procedures should identify and link to the applicable policy, should be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed, should be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy, and is approved by the University President.

SECTION 3: Policy Development

3.1 Staff members may submit proposals for new policies or revisions of current policies to the Staff Advisory Council, which will be charged to consider any such proposal and determine whether or not to forward it to the Chief Human Resource Officer. The Chief Human Resource Officer shall review any proposal received from the Staff Advisory Council and provide the proposal and a recommendation to the President within 15 days.

3.2 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.

3.3 Administrators (those who report directly to the President) may submit proposals for new policies or revisions to existing policies directly to the President of the University.

3.4 Deans Council may submit proposals for new policies or revisions to existing policies directly to the President of the University.

3.5 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 Affairs and Enrollment Management. The Vice President for Student Affairs and Enrollment Management shall review any such proposal and provide the proposal and a recommendation to the President within 15 days.

3.6. The Provost shall chair a Standing Committee composed of the Provost, General Counsel, Chief Human Resource Officer, one representative selected by the Faculty Senate and one representative selected by the Staff Advisory Council. The Committee shall review each WLU policy annually and any proposal(s) for new policies or revisions to current policies from this committee shall be submitted directly to the President of the University.

SECTION 4: Comment Period for WLU Policies

4.1 Copies of any such proposals submitted to the President of the University shall be made available to the campus community for comment for 30 weekdays on which classes are in session and which are contained within the academic year, beginning no earlier than August 15th and ending no later than May 15th.

4.2 The proposal and any recommendation will be distributed electronically by the Human Resources Office to all Administrators, Faculty, Staff and Students, including Faculty Senate, Deans Council, and the Staff Advisory Council.

4.3 Comments should be limited to the proposed changes. They will be collected by the Human Resources Office and forwarded to the President at the conclusion of the

comment period. The comments will be made available to any campus constituency upon request.

4.4 Extensions to the comment period may be requested by the Faculty Senate, Staff Advisory Council or Deans Council. Approval or disapproval of any such request shall be determined by majority vote of the Standing Committee described in section 3.6.

SECTION 5: Presidential Review and Approval Process of WLU Policies

5.1 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 Resource Officer, whose responsibility it will be to communicate the decision to the appropriate group(s) and to publish any new or revised policy within 15 days.

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

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

SECTION 6: Administrative Procedures

6.1 New Administrative Procedures or revisions to existing Administrative Procedures may be brought forward by any recognized group representing the faculty, staff, or students. Such procedures are submitted to the appropriate President's Cabinet member for initial review and discussion.

6.2 The President of the University will consider all proposals, recommendations and comments received relative to Administrative Procedures. The President has the final local authority on all Administrative Procedures and will approve, approve with edits, or disapprove any new Administrative Procedures or revisions to existing Administrative Procedures.

6.3 Changes that do not materially affect the meaning of an Administrative Procedure (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.