

## Implementation of Policies – April 2013

### Introduction

As chief executive officer of the university, the president is the individual ultimately responsible for the university's policies. Alfred University requires all university policies to be promulgated in accord with the standards and format established in this policy. Policies presented in the standard format will help the university accomplish its mission, maintain accountability and provide the university community with a clear explanation of how the university does business. This policy also provides for the revising of policies.

### II. Definitions

**A. Policies** are guiding or governing principles, formally approved to provide assistance in the conduct of university affairs. This definition encompasses only university wide policies, which should be distinguished from procedures and from college, school or departmental policies. Policies that exist prior to July 1, 2013 will be considered approved and subject to the current implementation process if changed. Only those policies approved in accord with this policy will have the force of university policy. In the event of a conflict between a university wide policy and a college, school or departmental policy, the university wide policy will supersede the departmental policy.

**B. The Policy Coordinating Committee (the "Committee")** appointed by the President, is composed of representatives from the office of the Provost and each of the Vice Presidential areas. The Committee provides oversight for the process of policy dissemination and works to ensure that the guidelines in this implementation process are made known to and followed by members of the university community.

**C. Procedures** are statements that provide for orderly implementation of established policies through specific, prescribed actions and are more detailed than a policy statement.

**D. Responsible Official** is the university official charged with overseeing administration of the policy.

**E. Academic Policies** are policies which directly affect the pedagogical and research mission of the university.

**F. Administrative Policies** are non-academic policies governing the operations of the university.

**G. Student Judicial Policies** are non-academic policies pertaining only to our student population.

### III. Policy Approval Process: Academic Policies

Proposed new university academic policies or proposed changes to existing university academic policies may be initiated by the Faculty Senate or one of its committees, the Deans Council, the Provost or the President. The actions of the Faculty Senate require the President's approval for validity. All university academic policies are ordinarily reviewed by the Provost, the Deans Council and the Faculty Senate, prior to final approval by the President. Curricular matters are the exclusive domain of the faculty – only the faculty can approve curricular changes. Student Judicial Policies are the exclusive domain of Student Affairs. Where required in the by-laws of the university or otherwise determined either by established policy, legitimate past practice or decision of the President, some policies may also require the approval of the Board of Trustees. Those policies that do not require review or approval by the Faculty Senate are ordinarily reported to the Senate by the Provost.

Following its approval and prior to its promulgation, a new or amended university academic policy must be referred to the Coordinating Committee for its review of the policy's consistency in format and presentation, potential conflicts with other policies, and accordance with laws and external regulations. The Provost will appoint a Responsible Official for the academic policy.

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A College or School of the university may develop additional academic policies that pertain only to the affairs of the College/School concerned. College/School-specific academic policies do not substitute for university academic policies, but may include additional regulations or provisions. All school-specific academic policies must include, at a minimum, the provisions of the appropriate university academic policy and not be in conflict with it. It is the responsibility of the dean of the College/School to communicate such policies to the Provost and to this Committee.

### **IV. Policy Approval Process: Administrative Policies**

New policies or changes to existing policies may be initiated by the President or by any Vice President. Recommendations for new or revised policies must be proposed to the Provost or the appropriate Vice President by any member of the university community by using the policy template. Once the appropriate Vice President approves a policy proposal, he/she will appoint a Responsible Official for the policy, and forward the policy to the Coordinating Committee.

The Committee will review the policy for the following:

- consistency in format and presentation
- conflicts between the proposed policy and other university policies
- consistency with laws or other external regulations germane to the policy
- consistency with the mission of Alfred University
- the Committee will submit their finding within 30 days

Once the policy has been reviewed by the Committee, it will be returned to the appropriate Vice President who has the responsibility for seeking approval for the policy from the President and his Cabinet. After approval by the President and his Cabinet, the Committee will be responsible for posting and coordinating dissemination of the policy in cooperation with the Office of Communications.

### **V. Review of Policies**

The Coordinating Committee will establish a calendar for regular review of all policies.

### **VI. Role of Responsible Official**

The Responsible Official will administer the policy. Each of the respective Vice Presidents shall assign a Responsible Official to all existing policies within their area of operations and to any newly generated policies. If no Responsible Official has been assigned, the Vice President for that area of operations will be deemed to be the Responsible Official.

### **VII. Policy Template**

The standard template should be used for all university wide policies. Only new policies approved after July 1, 2013 in accord with this procedure will have the force of university policy. Policies existing before July 1, 2013 will remain active but will be reviewed within five years.

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### **VIII. Interim Policies**

The President or Vice President may put an interim policy into place in situations where a university policy must be established in a time period too short to permit the completion of the process delineated in this policy. An interim policy will remain in force for up to six months from the date of issuance.

### **IX. Posting of Policies**

All university wide policies will be posted on the official Alfred University policy website. The Committee, with the assistance of the Responsible Official, will identify all of the places in university communications where a policy appears, and ensure standardization of print and online policies. All school and departmental web pages must link to the official Alfred University policy website instead of posting their own versions of the approved policy. Printed versions of the policy may be included in a student handbook, faculty handbook, staff handbook, announcements and other publications, but must include a disclaimer that the official Alfred University website should be consulted for the latest version.

### **X. Related Procedures and Guidelines**

Policies may be supplemented by college/school or departmental procedures or guidelines that describe policy implementation practices, subject to III and IV above. These supplemental procedures may be referenced in, and/or linked from, the relevant policy, as appropriate. The Committee may review procedures and guidelines to assure consistency with university wide policies.

### **XI. Archiving of Policies**

The Committee will keep, to the extent reasonably practicable, an archive of university policies, including their effective dates. Each policy will clearly state that it replaces all previous versions of the policy.