



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 0.0003

SECTION: University & Presidential Policies

TITLE: Policy on Policies: Development, Revision, Repeal, and Oversight of University Policies and Procedures

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REVISION November 30, 2010

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### **I. Purpose and Scope**

University Policies are formal policies and procedures at Western Kentucky University that have effect on all divisions of the university. WKU uses a standard policy format and a uniform review and approval process for University Policies to improve communication, promote administrative consistency and efficiency, and ensure compliance with pertinent state and federal laws as well as state and regional accreditation requirements.

This "Policy on Policies" governs the development and oversight of all formal University Policies. Individuals and units on all campuses must follow the procedures outlined in this policy regarding the approval of new University Policies or the revision or repeal of existing policies.

### **II. Policy**

#### **A. Oversight**

##### **1. University Policy Records**

- a. The Western Kentucky University Policies and Procedures Repository contains all current policies for WKU.
- b. The Policies and Procedures Repository is published in electronic format only by the President's Office and is available online at [www.wku.edu/policies](http://www.wku.edu/policies). This online repository contains all official, University-approved versions of University Policies.
- c. If there is a discrepancy between a unit version of a policy and the version housed in the Policies and Procedures Repository, the version in the electronic Policies and Procedures Repository at [www.wku.edu/policies](http://www.wku.edu/policies) will be considered the official version. Units may not have separate websites with duplicate versions of the policies. All unit websites and paper

documents should reference the policies available in the Policies and Procedures Repository.

## 2. Administrative Responsibility for University Policies

- a. University Policies in the Policies and Procedures Repository are organized by administrative division. Each University division head is a member of the Administrative Council and is considered the "Responsible Officer" for the development and implementation of that administrative division's University Policies.
- b. A list of Responsible Officers for University Policies is attached as Appendix A.

## 3. Numbering System for University Policies

All policies shall be identified by a number of the form D.XYZV, where:

- |         |   |
|---------|---|
| D       | represents the university division (see Appendix 1)   |
| X, Y, Z | represent numbers chosen by the responsible officer   |
| V       | represents a version number that is incremented with each revision, rolling over, such that the version after 9 is 0. |

### B. Required Approval Process

1. The members of the Administrative Council oversee the preparation and review of new, revised, and repealed University Policies.
2. All University Policies must be approved by the President and, where determined appropriate by the President, by the WKU Board of Regents.
3. Draft new policies, substantially revised policies and policies recommended for repeal should be distributed, as appropriate (see III.A.1), to the University community for review and comment prior to final approval. Requests for final approval should include a statement describing the extent to which the draft new policies or those recommended for substantial revision or repeal have been made available to the University community for comment during the development process.

### C. Related Publications

#### 1. Faculty Handbook

Policies and procedures relating to faculty may be separately maintained and distributed in the Faculty Handbook. The University Senate, in conjunction with the Provost, is responsible for ensuring that the Faculty Handbook is revised to reflect newly approved university policies within one year of each policy's approval.

### D. University Policy Maintenance and Periodic Review

1. Responsible Officers must ensure that the division's University Policies are up to date and revised when necessary to reflect current practice and/or procedures. Each University Policy will be reviewed by the originating unit at least every five years, and revised as necessary.

2. *Policy Archive*. The President's Office will maintain a policy archive containing all known copies of University Policies, including repealed policies and previous versions of policies.

### **III. Procedure**

#### **A. New, Substantially Revised or Repealed University Policies**

1. In the case of new policies, the Responsible Officer will first confirm with Administrative Council that the proposed policy does fall within their division.
2. Draft new policies and those recommended for substantial revision or repeal must be developed and fully vetted within the pertinent administrative division. The Administrative Council will also determine which bodies should, at a minimum, be consulted by the Responsible Officer in the formulation of the policy. The requirement for consultation with a particular body may be invoked by any member of the Administrative Council. In general, policies under Academic Affairs will be presented to the University Senate and to the Council of Academic Deans for review and comment. The policy must be formatted to conform to the standard template attached as Appendix B. A description of any revisions should be included in the Reason for Revision section when appropriate.
3. The Responsible Officer will distribute the policy within the University Community, including at a minimum the bodies identified in III.A.2, for advice and comment.
4. The Responsible Officer will finalize the policy and submit it to the President for approval, along with a consolidated summary of the input from the consulted bodies, a summary of any revisions based on this input, and documents signed by appropriate representatives of each body consulted, attesting to the extent to which that group is in concurrence with the final draft of the policy. At the discretion of the President, the proposed policy may be referred to the Administrative Council for review and comment.
5. For policies requiring approval of the Board of Regents, the President will present the policy to the Board of Regents for approval. The determination of whether a policy requires approval by the Board of Regents shall be made by the President.
6. The Office of the President will, on a periodic basis (at least once per quarter) inform the campus community of any new or substantially revised policies that have been adopted.

#### **B. Non-Substantive Revisions**

In the case of non-substantive or editorial revisions, the Responsible Officer may bring a revised version of the policy directly to the President for approval. The President will determine if the proposed revision is indeed non-substantive, or will refer the Responsible Officer to III.A.2, as appropriate. Further approval by the Board of Regents will be solicited as necessary.

#### **C. Updating the Repository of Policies**

The Office of the President shall update the content of the repository of policies described in II.A.1.b within one week of the approval of any new, amended, or repealed policy.

#### **IV Revisions**

11-30-10 A non-substantive revision to this policy included the numbering system.

03-21-11 Change of "six months" to "one year" in II.C and the addition of the requirement to inform in III.A.6

06-27-11 Non-WKU Policies were added to the purview of the document

**POLICY 0.0001: APPENDIX 1**

**UNIVERSITY POLICY RESPONSIBLE OFFICER LIST**

0	General University	President or General Council
1	Academic Affairs	Provost and Vice President for Academic Affairs
2	Research	Vice President for Research
3	Business and Finance	Vice President for Finance and Administration
4	Human Resources	Vice President for Finance and Administration
5	Information Technology	Vice President for Information Technology
6	Student Affairs	Vice President for Student Affairs
7	Development and Alumni Relations	Vice President for Development and Alumni Relations
8	Legislative Affairs	Vice President for Public Affairs
9	Facilities, Campus Services, And Construction	Vice President for Campus Services and Facilities
10	Diversity	Chief Diversity Officer
11	Athletics	Director of Intercollegiate Athletics
R	WKURF	President of WKURF



**POLICY & PROCEDURE DOCUMENT**

NUMBER: X.###Y (X = division; Y = version number)

DIVISION:

TITLE:

DATE: XXXX XX, XXXX

REVISED: XXXX XX, XXXX [if applicable]

AUTHORIZED : XXXXXXXXXXXX

**I. Purpose and Scope**

[introduction or preamble]

**II. Policy**

A. XXXXXXXX

1. XXXXXXXX

a. xxxxxxxx

b. xxxxxxxx

2. XXXXXXXX

B. XXXXXXXX

**III. Procedure**

A. XXXXXXXX

1. XXXXXXXX

a. xxxxxxxx

b. xxxxxxxx

2. XXXXXXXX

B. XXXXXXXX

1. XXXXXXXX

#### **IV. Related Policies**

See also:

[list any related policies or manuals]

#### **V. Reason for Revision**

[if applicable]

Appendices

[if applicable]