



## Policy

Title:	<b>Policy Development: Writing, Issuing and Maintaining (Non-Academic) University Policies</b>
Effective Date:	August 20, 2019
Approved By:	President's Council
Responsible Party:	Vice-President for Administration
History:	Adopted March 10, 2015

### I. PURPOSE

This policy addresses the process for developing, issuing and maintaining all Salus University (non-academic) policies and applies to all university departments, faculty, staff and students.

The purpose of this policy is to ensure that the Salus University community has ready access to well-developed and understandable university policies. Policies that are easy to find, read and understand will:

- Support the university's mission.
- Achieve accountability by identifying the offices responsible for policies.
- Provide faculty, staff and students with clear, concise guidelines.
- Document how the university conducts business.

### II. DEFINITIONS

*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,
- has institution-wide application,
- changes infrequently and sets a course for the foreseeable future,
- helps insure compliance with applicable laws and regulations,
- reduces institutional risk, and
- is approved at the executive levels of the university (President, Provost, Vice Presidents) or Board of Trustees.

*Policy Initiator:* The Policy Initiator is any faculty, staff member, or student who identifies a university-level issue and initiates a policy proposal.

*Procedure:* A procedure is a guideline or series of interrelated steps taken to help implement the policy. University procedures:

- should be included in the applicable university policy as appropriate;

- 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
- generally do not require formal approval by senior university officials.

*Responsible Party:* The Responsible Party is an appropriate University Dean or Department Head whose jurisdiction covers the subject matter of the policy.

*Stakeholder:* Stakeholders are university community members who are affected by the university policy being developed.

### **III. POLICY**

University policies will be:

- Presented in a common format.
- Formally approved by the University President's Council or Board of Trustees
- Maintained centrally and accessible to all interested parties.
- Kept current within the framework of an organized system of change control. In this regard, all approved University policies shall be reviewed at least every three (3) years for continued relevance and updating by the Vice President of Administration (consulting with all necessary University personnel possessing the requisite subject matter expertise).

Individuals who are responsible for writing, updating and distributing university-wide policies must comply with this policy.

Internal policies that apply to the operations of individual units or departments may not conflict with university-wide policy, but may be more restrictive.

#### **A. Policy Development**

A Policy Initiator may identify a university-level policy issue and draft it into a policy proposal. The Policy Initiator will submit the policy proposal to the appropriate Responsible Party for review and endorsement. If the policy is endorsed, a draft policy is created following the format outlined below.

The Responsible Party will submit the draft policy to the appropriate member of President's Council (P.C.) for review/approval by P.C.

If the University Policy would significantly affect *academic issues*, faculty and/or *students*, then the policy must be reviewed with academic officials and faculty representatives, including, where appropriate, a Dean, the Council of Deans, the Faculty Organization of Salus University (FOSU), ad hoc or standing committees or otherwise before coming to P.C.

Administrative/Operational university policies are reviewed/approved directly by President's Council.

Policies related to legal compliance and Board of Trustee matters are reviewed/approved directly by the Board of Trustees and are referred to as Board Policies.

Therefore, only two entities can approve policies: (1) the Board of Trustees and (2) President's Council as applicable.

**Thirty day public comment period**

Once an Administrative/Operational policy has been provisionally approved by President's Council, the Vice-President for Administration will notify the community that a provisionally approved policy has been posted on the Employee ADP portal and Blackboard for comments or feedback from faculty or staff. Comments on the policy will be directed to the Vice-President for Administration. All reasonable comments will be presented to President's Council for consideration.

Provisionally approved student life policies will be forwarded to the Executive Council of Student Council who will seek public comment from the student body. Comments on the policy will be directed to the Executive Council of Student Council for review. The Executive Council of Student Council will direct all appropriate comments to the Vice-President for Administration. The Vice-President for Administration will present all reasonable comments to President's Council for consideration.

After review and input, the Policy is formally approved.

Board Policies are not subject to public comment.

Once the policy is approved and signed, the appropriate member of President's Council will forward an electronic copy to the Vice President for Administration.

The Vice President for Administration will maintain copies of university policies and policy revisions and via the University webmaster, place an electronic copy on the University's Policy web site. The Vice President for Administration also notifies responsible parties when particular policies are scheduled for review or revision and is available to work with the responsible parties during any phase of the policy development process, including, if applicable, implementation of a training schedule.

As identified in the particular policy, the Responsible Party will monitor compliance and facilitate remedies for noncompliance as directed by the policy.

**Policy Format**

A standard policy format ensures clarity and consistency. Although not all policies will contain all of the format elements, University policies will be written and maintained following the format described below:

- a. Approved Policy Header

Title:	
Effective Date:	
Approved By:	
Responsible Party:	
History:	

- b. Purpose: (mandatory element) Identification of parties governed by the policy.
- c. Definitions: (as applicable) Meaning and interpretation of terms used in the policy.

- d. **Policy:** (mandatory element) Description of the actual policy covering topics which include: duties assigned to responsible parties and other parties as necessary; other information specific to a particular policy subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.
- e. **Related Documents:** Other University policies or forms that directly relate to the policy at hand.

**NOTE:** For Salus University policies that predate this policy, the format described above is not applicable. Revised policies will be written in the approved policy format.

## **B. Location of Policies**

To ensure ready access to University policies, Salus University will maintain an official University Policies web page (<http://www.salus.edu/policies>) with the most current approved version of all university policies. The web page will be maintained by the University webmaster in a standard electronic format. The Vice President for Administration will provide periodic updates, at least every 60 days, to the university webmaster to ensure policies are kept up-to-date. The documents on the University Policies web page will constitute the official electronic repository for university-wide policies for Salus University.

To maintain an organized system of change control, and to ensure consistency throughout the university, individual departmental web sites should not contain separate copies or versions of university policies or procedures. Instead, departmental web sites that reference university policies and procedures must use hyperlinks to the documents on the official University Policies web page.

## **C. Responsible Parties**

The University Policies web site will list policies by name and category and will provide links to related documents. Policies will be assigned to one or more of the following categories:

- ***Academic Policies*** – Policies related to academic programs and teaching. (Responsible Party : Provost)
- ***Clinical Care Policies*** – Policies related to the delivery of health services. (Responsible party : Vice-President for Clinical Operations)
- ***Communications/Marketing Policies***: Policies related to University communications, social media, and the University name and brand mark. (Responsible party: Director of Communications)
- ***Employment, Benefits, and Workplace Policies*** – Policies, rules, and related procedures and information impacting working relationships with the University for all employee groups. (Responsible Party: Director of Human Resources)
- ***Facilities, Equipment, and Property Policies*** – Policies concerning use and care of university property. (Responsible Party: Facilities Director)
- ***Faculty Policies*** – Policies related to faculty employment, including tenure and promotion. (Responsible Party: Associate Dean of Faculty Affairs)
- ***Financial and Business Policies*** - Policies related to accounting, budgeting, procurement, travel and other financial functions. (Responsible Party: Vice President of Finance)

- **Board Governance/Legal Policies:** University policies maintained by the Board of Trustees and often mandated by federal law or regulation. (Chairman of the Board of Trustees)
- **Information Technology Policies** – Policies that cover systems, access, data, and related issues. (Responsible Party: Chief Information Officer)
- **Public Safety and Environmental Health and Safety Policies**– Policies concerning security and safety of faculty, staff, students, and guests. (Responsible Party: Director of Safety & Security)
- **Research and Sponsored Programs:** Policies related to research. (Responsible Party: Dean of Research)
- **Student Life:** Policies that govern student learning, development, and enhance the educational experience at the University. (Responsible Party: Dean of Student Affairs)

#### **IV. POLICY PROCEDURE (if applicable)**

This section of the policy document would contain information on how the policy is carried out/implemented. If no procedure is necessary, this section would contain “N/A.”