

William Paterson University Policy University Policy

SUBJECT:	University Policy	TITLE:	Policy on Policy Mangement		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	President and Cabinet Members		Responsible Office:	Office of the President	
CODING:	01-10-00-00-00	ADOPTED:	07/10/2013	AMENDED:	
			LAST REVIEWED: 07/10/13		

I. PURPOSE

To outline the requirements and a process for all University written policies, with the exception of those adopted by the Board of Trustees, leading to decisions and actions to develop and adopt new policies, revise content, suspend, change ownership responsibility for existing policies, and rescind policies which are no longer relevant

II. ACCOUNTABILITY

Under the direction of the President and Cabinet members, Deans, Directors and their designees shall ensure compliance with and implement this policy.

III. APPLICABILITY

This policy shall apply to all members of the University community engaged in the development, revision, reassignment of ownership, suspension and rescission of written University Policies, with the exception of those adopted by the Board of Trustees.

This policy is not intended to apply to unwritten polices or procedures in existence at this time or that may be developed in the future and is not intended to create or any obligation to promulgate written policies or procedures or otherwise alter any contractual obligation of the University or create any rights for any person.

IV. REFERENCE(S)

Exhibit A- Policy Template - University Policy, Exhibit B- Policy Template-Functional Policy and Exhibit C- Policy Template – School Unit Policy, Exhibit D – Policy Template – Misc., Exhibit E-Policy Template Policy - Coding Reference.

V. POLICY

William Paterson University formally approves, issues, and maintains in a consistent format, official University policies. Individuals engaged in developing and maintaining these policies must follow the requirements outlined in this document for drafting,

approving, revising, suspending and rescinding policies. University policies are official directives which mandate requirements or constraints and establish boundaries for conduct of members of the University community. University procedures are rules and guidelines designed to effectively implement a policy.

A. Requirements:

1. The written policies of the University, with the exception of those adopted by the Board of Trustees, shall be will be categorized to align with the duties and powers of the President and Cabinet members as delegated by the Board of Trustees.
 - a. **University Policies** – The Office of the President and the Cabinet establishes policies in compliance with authority as delegated by the Board of Trustees. University policies are developed and approved by the President and the Cabinet.
 - b. **Functional Policies/Procedures** – The Vice Presidents of the Departments and/or Offices within the University vested with University-wide responsibilities for specific functional areas, establish procedures to promote implementation of Board of Trustee and University policies as well as to fulfill the delegated responsibility and accountability for the specific functional area. These procedures are developed by the designated staff at the direction of and approved by the respective Vice Presidents.
 - c. **School/Unit-Specific Policies/Procedures** – The Deans of the Schools and Directors of the Offices or Units establish procedures to promote implementation of the Board of Trustees, University and Functional policies as well as to fulfill the delegated responsibility and accountability for the specific School or Unit. These procedures are developed by the designated faculty/staff at the direction of and approved by the respective Dean or Directors.
 - d. **Misc. Policies and Procedures** - All written policies that do not fall into the above three categories. The “Misc. Policy” designation shall only be made with the approval of the President and Cabinet.
2. All written polices falling under section A(1) (a, b, c, & d) must be placed on the University website. Failure to meet this requirement will not void a policy.

B. Ownership

1. Policies with responsibility delegated primarily to a single functional/operational area are owned by the appropriate Vice President or Dean or Unit Head.
2. Policies with responsibility delegated to more than one functional/operational area are jointly owned by the appropriate Vice President(s) or Dean(s) or Unit Heads.

3. When a policy transcends the academic, clinical and administrative operations, usually the President and the Cabinet owns this policy.

C. Life Cycle Management

1. All policies within the individual portfolio must be reviewed by the respective “Owner” or designee, at a minimum, every two years to determine the need for an appropriate management action to: either “Develop (new)”, “Revise”, “Reassign” or “Rescind.”
2. All new, revised, or reassigned policies must be approved by the respective head of the policy group, i.e., University policies- President and Cabinet, Functional policies- Vice President responsible for functional area and School/Unit policies - Dean or Director. Upon approval, all new, revised, reassigned rescinded polices must be distributed to all affected members and posted on the University Policy website within 30 days. Failure to meet the 30 day requirement will not void a policy.
3. All polices must be in the format as specified in the policy templates, Exhibits A,B, C or D and maintain a coding reference consistent with the procedures established under Exhibit E- Policy Coding Reference. Existing polices may maintain their current format until the first bi-annual review, or revising, whichever comes first.
4. Policies under revision will remain in full effect as written until the new version is adopted pursuant to this policy, unless the policy is suspended.
5. Suspension of policy should be initiated by the “Owner” of the policy with notice to all members affected by the suspension. If the University cannot legally, financially, operationally or otherwise maintain compliance with a policy, it may be temporarily suspended. The President and Cabinet members must receive written notification of all suspended policies.

BY DIRECTION AND APPROVAL OF THE PRESIDENT AND THE CABINET

DATED: JULY 10, 2013