Procedure 1060: Policy and Procedure Development, Review, and Approval
Summary of Key Changes

The Procedure has been updated as follows:

- Added Faculty Senate, Academic Affairs Council, and Academic Affairs Leadership to the beginning stages of the Academic Affairs policy/procedure review process. They will also have the opportunity to review non-academic policies/procedures if changes to those documents have a significant impact on their day-to-day operations.
- Moved the responsibility of the BOT memorandum and resolution creation from the Policy and Procedure Manager to the Office of the President to reflect current processes.

STOCKTON UNIVERSITY

PROCEDURE

Policy and Procedure Development, Review, and Approval

Procedure Administrator: Executive Vice President and Chief of Staff Authority: Effective Date: May 4, 2016; October 8, 2020; TBD   Index Cross-References: VI-70: University Policy and Procedure Authority   Procedure File Number: 1060   Approved By: Dr. ~~Harvey Kesselman~~Joe Bertolino, President

A policy creates an operational framework that is aligned with the mission of the University and focuses on providing broader direction that has widespread application across the University.

A policy is established directly by action of the Board of Trustees. The University President may recommend a policy directly to the Board of Trustees for adoption by the University. Policies may also be developed through collaboration across the University. However, a member of the ~~Cabinet Member~~Senior Leadership Team ~~Member~~ must present the proposed policy to the President of the University to be considered for recommendation to the Board of Trustees. The University President is the only person with authority to make policy recommendations to the Board of Trustees.

Procedures are tailored to processes in place for a specific division. A member of the President's ~~Cabinet~~ Senior Leadership Team can recommend a procedure to the President for adoption who may establish the procedure through approval.

The University Policy and Procedure Webpage is the official source for active policies and procedures at Stockton University.

I. DEVELOPMENT:

The division responsible for developing and updating a policy and/or procedure will identify stakeholders at the University that will be impacted by its adoption. Stakeholders are involved in the development of policies and procedures to permit interested ~~parties~~parties' representation in the process. The Policy Management team and Office of General Counsel are included early in the process to identify legal and internal control areas to be considered during development/revision.

A new policy or procedure is drafted using a standard format established by the University. The University has templates to facilitate drafting policies and procedures ~~, which are~~ available on the University's Policy and Procedure ~~Webpage~~webpage. ~~These templates are also used for updates to existing policies and procedures.~~

The team updating the policies or procedures will reflect all changes to superseded policies and procedures by creating a black-line version of the original document.

II. REVIEW:

The Policy or Procedure Administrator is responsible for the initial development or review of a policy or procedure in consultation with the appropriate Divisional Executive or their designee. This includes a review and, if needed, proposed revision(s) of any cross-referenced policies or procedures. Academic Affairs Policies and Procedures may be reviewed by the Faculty Senate, Academic Affairs Council, and Academic Affairs Leadership. , and Provost will review a policy and procedure developed in Academic Affairs and will be consulted when a These parties shall also be consulted when significant changes which substantively impact Academic Affairs operations are made. non-academic policy and procedure substantively impacts Academic Affairs operations. Faculty and Staff Senates, along with Union leaders, will be consulted early in the review process for policies and procedures effecting day-to-day activities.

<comment>Commented [EW1]: Examples of substantive changes in which these parties would not be consulted? Or can we change "may" to "shall"?</comment>

<comment>Commented [NS2R1]: I can't think of an example, so this is a fair change. Updated.</comment>

The Divisional Executive or their designee will send the policy or procedure to the Policy Management Team who will review and provide feedback. This review focuses on consistency with other policies and/or procedures, separation of policy from procedure, internal controls, and efficiency and effectiveness of the process. The review by the Policy Management Team does not focus on the content or intent of the policy or procedure.

Non-substantive changes to policy and procedure, such as changechanges in names of positions or unit names, grammatical errors, or correcting statements of fact will be considered technical changes and will not require the formal review process. Changes to federal or state laws or regulations or to accreditation standards will be regarded as technical changes. In these cases, the changes will be shared with stakeholder groups as an informational/awareness item.

Once the policy or procedure has been reviewed by the Policy Management Team and the Divisional Executive or designee, the Policy Management team will send the policy or procedure to the Office of General Counsel for review and comment.

Once the policy or procedure is satisfactorily reviewed by the Divisional Executive, the Policy Management team, and the Office of General Counsel, the policy or procedure will be presented to the President's Senior Leadership TeamCabinet for review.

III. APPROVAL:

All policies or procedures are presented to Cabinet Senior Leadership Team for review and approval. Once the Cabinet Senior Leadership Team approves a policy or procedure, it is submitted to the University President for review, and final approval for a procedure. The University President presents policies to the

Board of Trustees for approval through a first and second reading. The Board of Trustees has final authority to approve policies after recommendation by the University President.

The Policy Management team is responsible for preparing ~~a first reading memorandum. The first reading memorandum and~~ a clean version of the policy ~~are submitted~~ to the Office of the President. The Office of the President will add ~~the~~ a first reading memorandum to the Board of Trustees agenda and provide the Board with copies of a proposed policy for review. All materials must be submitted to the Office of the President at least seven days prior to the Board of Trustees meeting at which the material will be considered.

After the first reading is completed, the policy is presented by the President at the following Board of Trustees meeting for a second reading and adoption by resolution of the Board of Trustees.

The Policy Management team is responsible for providing ~~preparing the second reading and resolution for the Board of Trustees. The resolution and~~ a clean version of the policy ~~will be submitted~~ to the Office of the President. The Office of the President will add ~~the~~ a resolution to the Board of Trustees agenda and provide the Board with copies of the proposed policy for review. All materials must be submitted to the Office of the President at least seven days prior to the Board of Trustees Meeting.

IV. RESCINDING A POLICY OR PROCEDURE:

The Divisional Executive responsible for a policy or procedure may propose its rescindment to the Policy Management team. The Policy Management team forwards this request along with an explanation for the rescindment to the Office of General Counsel. The document is then forwarded to ~~Cabinet~~Senior Leadership Team for review and approval. If approved, the ~~request~~ recommendation is forwarded to the President for review and approval. Policies recommended for rescindment are forwarded to the Board of Trustees for a first and second reading, review and approval.

V. POLICY AND PROCEDURE DOCUMENT & WEBSITE MAINTENANCE:

Policies and procedures are uploaded to the University's Policy and Procedure webpage by the Policy Management team. Policies are uploaded after approval by the Board of Trustees and procedures are uploaded after approval by President of the University.

The Policy Management team is responsible for ensuring policies and procedures are available online. Divisional Executives or their designee are responsible for ensuring University publications reflect current policies and procedures.

Policies and procedures are uploaded in PDF ~~file~~ format to prevent unauthorized changes to approved policies or procedures. The Policy Management team is responsible for maintaining a repository of current and superseded policies and procedures.

Requests for electronic copies of policies and procedures in Microsoft Word are made to the Policy Management team.

Review History:

	Date
Procedure Administrator	11/18/2024
Divisional Executive	
General Counsel	
CabinetSenior Leadership Team	
President	