POLICY ON THE DEVELOPMENT AND REVISION OF
BYLAWS, POLICIES, PROCEDURES, AND MANUALS

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<th>President</th>
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<td>Contact name, e-mail, phone:</td>
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(To download this policy in Word format, [click here](#))
For any comments, feedback, or query, please contact: policies@aub.edu.lb.
Last updated on: December 17, 2014
The American University of Beirut (“University”) shall conduct university affairs through policies consistent with applicable laws, its Principles of Ethical Conduct, and accepted best practices. The process of university-wide policy development, as well as the form and dissemination of policies, must meet university standards for compliance with laws, consistency among policies, accessibility to the university community and understandability.

The purpose of this policy is to define the steps by which new and revised university policies are developed, revised, approved, disseminated, and published in accordance with the applicable procedure, standards and format set forth in this policy.
SECTION 2 – Definitions, Policy Categories, and Key Participants

2.1 Policy Definitions

**Bylaws:** Bylaws provide a framework for the overall governance of the various university bodies. Bylaws govern the organization and operation of the Board of Trustees, its officers, and committees; establish and define the principal institutions and administrative officers of the University and their roles and responsibilities; and provide a general framework for the organization, administration, and operation of the University. Bylaws are subject to adoption by the Board of Trustees. AUB has the following bylaws: Corporate; Faculties; Outlook; Senate; Student Representative Committee (SRC); University Student Faculty Committee (USFC).

**Manual:** A collection of policies and procedures that apply to a particular AUB community group. For example: Faculty Manual, Non-academic Staff Manual, and Student Handbook.

**Policy:** A high-level overall plan outlining the general goals and acceptable procedures of an administrative/academic or any general university-wide operation with intentions to influence and determine decisions, actions, and other matters. Policies are stated in broad terms. Policies aim to promote consistency, operational efficiency, enhancement of the University’s mission and/or mitigate significant institutional risk.

**Policy Repository:** Official repository for AUB policies and procedures and online access portal of university policy and procedures [http://www.aub.edu.lb/pnp/Pages/index.aspx].

**Policy Revision (substantive):** Considerable and significant changes to a policy that affects the policy’s established rules, principles, or intent.

**Policy Update (routine):** Any policy change that is minor and does not affect the scope, objectives, or implementation of the policy (e.g. contact names, email addresses, clarification of terms, addition of links or procedural aides, grammatical corrections).

**Procedure:** A step-by-step sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task or to implement established policies.

**Stakeholders:** All individuals or groups having direct interest in and are most affected by the policy and procedure. They are involved in its implementation and/or its results.

The above definitions are applicable within the policy development context as described herein.

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2.2 Policy Categories

**Academics and Research** [ACR]: Academic policies which address curriculum, personnel, and other matters affecting the academic functions of the University and affecting the interrelation of the various faculties; research policies related to faculty, staff and student research, its funding and commercialization.

**Business and Finance** [BSF]: Policies guiding the financial aspects of budgeting, procurement, use, disposal and accounting for the University’s income, expenses, assets, funds, and other related financial matters.

**External Relations and Fundraising** [ERF]: Policies related to managing relationships with groups, organizations and other entities external to AUB, including alumni relations.

**Facilities, Environmental Health and Safety** [FEH]: Policies related to facilities, campus access and environmental risk.

**Governance and Administration** [GAD]: Policies related to governance, ethics, institutional integrity, standards of conduct, communications, risk and liability management, values, and principles and including other policies deemed necessary for proper operation of the University.

**Human Resources** [HUR]: Policies pertaining to the employer/employee relationship, employee behavior and other personnel issues.

**Information Technology** [ITC]: Broad range of policies related to users, information and related technologies.

**Medical** [MED]: Range of policies related to the healthcare, including those specific to AUBMC.

**Student Life** [STL]: Policies related to all facets of student life from admission through graduation.

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2.3 Policy Key Participants (by order of authority)

**Responsible University Officers:** The president, the provost, chief operating officer, chief financial officer, chief information officer, chief human resource officer, the vice presidents, the deans, and/or the department/unit heads/directors are responsible officers for overseeing the development and revision of university policies, procedures, and manuals. They are also responsible and have the authority for approval of new and revised university policies, procedures, bylaws, and manuals as applicable. The final approval authority lies with the president or the Board of Trustees. The President is ultimately responsible for university policies. The university administration is responsible for developing bylaws and policies, while the concerned departments are responsible for developing procedures and compiling manuals. Ensuring compliance is the responsibility of all directors, managers, and supervisors concerned with implementation of the policy as well as administration, faculty, staff and students as applicable.
**Champion:** Individual designated by the Responsible University Officer to develop, review, edit, and maintain the policy. In the development of a policy, the Champion may call upon the assistance of a formalized committee. The Policy Champion will also be the point of contact with respect to explanation of the policy, and for questions or feedback.

**Editor:** The Responsible University Officer, as well as the Policies and Procedures and Review Committee (PPRC), may designate an editor or editors to assist in the development or revision of a given policy, procedure, bylaws, or manual. Editors work under the supervision of the assigning Responsible University Officer (or PPRC) and are required to maintain the confidentiality of the policy content during development except as otherwise may be required for purposes of their review and for policy completion.

**Implementation Office:** Unit designated by the Responsible University Officer to implement and monitor the policy.

**Policies and Procedures Office:** The Policies and Procedures Office (hereby referred to as the P & P Office) is a section of the Office of the Chief Human Resources Officer responsible for maintaining the university’s online version of policies, procedures, bylaws, and manuals, and for ensuring accessibility to staff as appropriate. The P & P Office provides assistance in the formatting and editing of faculty and/or departmental manuals to ensure consistency of format, language, and content. All policies will conform to the AUB Style Sheet [http://www.aub.edu.lb/communications/Pages/style_guidelines.aspx](http://www.aub.edu.lb/communications/Pages/style_guidelines.aspx). The style guidelines are primarily focused on grammatical issues rather than format, document structure or technology.

**Policy and Procedure Review Committee (PPRC):** PPRC is a committee appointed by the President and is comprised of representatives from the major administrative and academic units as well as from AUBMC to serve as an advisory group and support the university mission in reviewing, recommending policy approvals to the president, and disseminating policies. (See PPRC Charter and committee membership in Appendix I).

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SECTION 3 – Policy Development Process and Procedures

3.1 Justification for policy development or revision

New or revised policies and procedures shall be developed when the policy Responsible University Officer identifies a need that meets one or more of the following criteria:

a. New units, programs, or services are introduced.
b. New mandates (changes in laws, rules and regulations, recommendations of accrediting bodies) imposed that necessitate a policy change or a new policy.
c. Changes in best practices, faculty/student/staff needs, university culture or social trends suggest policy changes or the need for a new policy.
d. Observed gaps in implementations documented through multiple complaints and feedback from stakeholders.
e. Policy/Procedure does not have monitoring plan or tools that ensure compliance when applicable.

3.2 Policy Development Process

3.2.1 Initiating the process

a. Any member of the university community wishing to propose a new or revised policy must communicate such a request to the appropriate Responsible University Officer. Advice from PPRC can also be sought by at early stage about the appropriate scope (departmental or University-wide) of proposed new or revised policy as well as if it is covered within current policies.
b. Once the Responsible University Officer agrees that there is a need for a new policy or a change to an existing policy, the Responsible University Officer will initiate the policy and procedure development or revision within a relevant subject matter or policy category and according to their approval authority.
c. The Responsible University Officer will identify, if needed, a policy Champion or administrative group or committee responsible for drafting or revising a policy. Otherwise s/he shall be the policy Champion.
d. The Responsible University Officer will oversee the development and revision of a draft of the proposed policy by the champion with appropriate input from and consultation with various governance groups.
e. The policy Champion will conduct preliminary consultations with key policy stakeholders soliciting their input to the proposed policy.
f. The policy Champion will undertake benchmarking by reviewing examples of similar policies at international peer universities.
g. Each policy shall identify an implementation office as well as those members of the community who are responsible for implementation.

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3.2.2 Drafting a Policy

a. The Champion will ensure that the policy draft proposal is discussed by all stakeholders i.e. chairpersons or heads of departments, divisions, units, programs, or offices that are affected by it as per AUB established authorities for each policy category. For example, academic policies will have faculty inputs through departments, faculty standing committees, faculty/school, and University relevant standing committees.

b. Champions are encouraged to communicate with PPRC at early or later stages of the development of policy draft proposal for feedback. PPRC/P & P Office feedback may provide preliminary comments as to the completeness, clarity, consistency, style, and format of the proposed policy, and to the process of stakeholder consultations as applicable.

c. The Champion shall seek input, review and approval of key stakeholder of a draft policy at set deadline. S/He shall ensure signature and date of approval. Champions may report absence of response from any of the stakeholders in the policy submission request.

d. The Champion or the delegated administrative group or committee responsible for drafting of revising a policy will submit the policy proposal to the Responsible University Officer.

e. The standard content of new or revised policy proposal submissions must include but is not necessarily limited to the following content (See Appendices II &III):

i. A covering submission memo explaining the rationale for the policy, its intended outcomes, and associated implementation issues if any. The emphasis will vary according to the subject matter but the memo should at minimum include:

a. Purpose of the Policy
b. Community members subject to policy (For example faculty, staff, student employees, graduate students, vendors, visitors, volunteers, etc.)
c. Nature of revisions (if an existing policy)
d. Consultation(s) undertaken
e. Issues identified during consultation(s)
f. Associated procedures and monitoring tools for compliance as applicable
g. Resource implications – Training/Financial/Staffing/Compliance
h. Communication strategy and implementation responsibility

ii. A draft policy proposal with the following content outline as applicable:

a. Policy title
b. Table of contents
c. Policy purpose
d. Policy statement
e. Definitions (when needed)
f. Procedures/Program/Plan
g. Responsibilities
h. Detailed procedures to be followed in implementing the policy including monitoring tools as applicable
i. Appendices including flowcharts, forms and templates when applicable
j. References
k. Links to other policies
l. Modifications (for proposed revisions)
m. Policy history sheet if applicable

iii. Policies in draft form should clearly show the word “DRAFT” on all pages. The policy will follow UNIVERSITY STYLE GUIDELINES elaborated in http://www.aub.edu.lb/communications/Pages/style_guidelines.aspx.

f. The University Responsible Officer may designate ‘editors’ to assist them in the development or the revision of a given policy, procedure, bylaws, or manual.

g. If the Policy is university-wide, the Responsible University Officer submits the New or Revised Policy request to the PPRC with a copy to the President for the committee review and comments. Note that for academic policies, the Responsible University Officer may submit the draft policy to PPRC for review and feedback to ensure alignment with other university policies prior to sending the policy proposal to the university Senate and BOT for approval.

h. If the Policy is not university-wide policy and is only concerned with operational procedures within a specific unit, then the Responsible University Officer approves the policy and submits it to the P& P Office for formatting and publishing. The Responsible University Officer may seek advice of the PPRC to determine if the policy needs to be subject for further review of approval beyond the unit level.

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3.2.3 Review and Approval

If the referred policy is an academic or a governance related policy that is reviewed by different entities including the Senate, Board of Deans and Board of Trustees, then the P&P Office will only ensure that the policy format is according to university style guidelines for publishing and identify other policies if any affected by it for further action. For details on approval authority signoff sheet refer to Appendix IV.

a. PPRC Review

i. Only university-wide policies will be reviewed by PPRC. The review shall consider whether the champion has addressed the issue of availability of resources for effective policy implementation as well as are adequate quality assurance mechanisms (monitoring and evaluation) in the policy proposal where applicable.

ii. The review shall consider the consistency of the policy with university policies and procedures.
iii. The review shall consider the compliance of policy with relevant external constraints such as governing laws, governmental policies or directives, or requirements of AUB accreditation bodies when applicable and obtain legal and other advice, as warranted.

b. PPRC Chair will send the comments that resulted from the review to the Policy Responsible University Officer to act on the comments and submit revisions of the policy for reconsideration.

c. The Policy Champion as delegated by the University Responsible Officer shall revise policy proposal and address comments. When revising policy and integrating feedback, the Champion shall inform stakeholders, and solicit further feedback, as appropriate.

d. The PPRC may designate ‘editors’ to assist them in the revision of a given policy, procedure, bylaws, or manual as applicable.

e. Once PPRC is satisfied with the final draft of the new or revised policy, it will submit to the president a recommendation for policy approval or further processing in accordance with approval authority (see Appendix IV).

f. The President may ask for substantial revisions of the proposed policy, forward the policy to BOT for approval as applicable, or approve the proposed policy:
   - If the president asks for substantial revisions of the draft of the policy, it will be returned with comments to the PPRC. The PPRC communicates comments and further revisions to the Responsible University Office for reconsideration.
   - If the policy is approved by the president and BOT (as applicable), the policy will become effective as established in the official communication to the Responsible University Officer, and will be published by the P&P Office per the directive of the president.

3.3 Policy Communication and Publication

a. Depending on the policy category and the recommendation of the PPRC based on the Policy Proposal communication plan, the P&P Office shall notify the policy stakeholders and AUB community as applicable.

b. The P&P Office will publish all policies and procedures on the AUB Policy and Procedures Website.

c. Policies shall be listed both by category and alphabetically according to policy title.

d. The Responsible University Officer is responsible for ensuring information regarding new and significantly amended policies is communicated to policy stakeholders.

e. The Responsible University Officer may publish ‘local’ Procedures and Guidelines on relevant websites linking them to the P&P website where applicable.
3.4 Responsibility for Implementing and Monitoring Policies and Procedures

a. The Responsible University Officer is responsible for oversight of Policy and Procedure implementation.

b. Responsible University Officer may delegate the implementation of policies and/or procedures to other members of the AUB community.

c. The Responsible University Officer or assigned Implementation Office is responsible for ensuring that, where necessary, local documents are developed to support policy implementation and facilitate compliance as applicable.

d. The Responsible University Officer is responsible for the periodic monitoring of Policy implementation and compliance as applicable.

e. The Responsible University Officer will establish reporting requirements, as appropriate.

f. The Responsible University Officer is responsible for the evaluation of policy implementation according to an evaluation plan, evaluation measures and reporting requirements.

3.5 Staff Awareness & Training

The Responsible University Officer will ensure that the communications strategy and the training plan (if any) for the approved university-wide policy as set out in the policy proposal are carried out.

3.6 Policy Periodic Review

The P & P Office shall notify and send reminders for policy review at least six months before the review due date to the Responsible University Officer. The PPRC may, at its sole discretion, direct the Responsible University Officer to undertake such a review.

a. Policies, procedures and manuals will be reviewed at least once every three years.

b. Periodic policy reviews will be conducted to determine whether the policy objectives are being achieved, amendments are required, or if the policy should continue to apply or be revoked.

c. A review may be conducted at any time prior to the scheduled periodic review date.

d. The scheduled periodic review must proceed regardless of any minor or significant out-of-schedule amendments and informal review outcomes.

e. The pertinent Responsible University Officer is responsible for ensuring that policy review follows the process outline in this policy in Section 3.2.

f. Review outcomes will include one or more of the following:
   - no amendment
   - routine amendment
   - substantive amendment
   - discontinuation
• consequential amendment(s) (that is, to another policy, procedure or manual)
• amendment(s) to delegations, authorities or responsibilities.

g. Review recommendations must be submitted to the respective Approval Authority as per policy category and as outlined in Section 3.2.
SECTION 4 – Policy Repository, Accessibility and Format

4.1 Policy On-line Repository

All approved policies, procedures, bylaws, and manuals of the University are stored in electronic format on the main AUB server and are maintained by the P&P Office. They can be accessed under "Administration - Policies and Procedures" (http://www.aub.edu.lb/pnp/Pages/index.aspx). The PPRC will facilitate the implementation of policies and procedures by recommending software as needed and workflows to support efficiency, accountability, and integrity in the policy management process.

The P&P Office will maintain and file all previous policies, procedures, bylaws, and manuals of the University including the original policy, the proposed amendments, and the final policy approved following the amendments.

4.2 Accessibility

There are three categories of policies and procedures published on the web:

Level I: Available to the general public.
Level II: Internal and accessed with an AUB user ID and password.
Level III: Internal (e.g. departmental operating manuals and procedures) restricted to specific persons.

The PPRC will determine, in coordination with end-users, the appropriate classification of each published policy or procedure.

The on-line manuals are made accessible through the AUB website to all employees having access to a networked workstation. Managers are responsible for ensuring that employees who do not have ready access to the on-line policies, procedures, and manuals are either provided with a printed copy, or fully informed of all university policies that may apply to them and the duties that they perform.

4.3 Format

Items released as part of the manuals are identified by number. Policies are identified by an index by policy category and function. The index number is assigned according to the following format:
- The first section of the index consists of three letters reflecting the policy category.
- The second section of the index consists of a simple serial number consisting of three digits as assigned by the PPRC.

The "Table of Contents" or "Index" is simultaneously updated as sections are added to the on-line manuals. All policies, procedures, bylaws, and manuals are searchable and cross referenced. All documents are released in a standard format (Appendix III). There is a uniform heading on each page and an identifying number, as assigned by the P&P Office.

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Appendix I – Policy and Procedures Review Committee - Charter

Policies and Procedures Review Committee

The Policies and Procedures Review Committee (PPRC) is comprised of representatives from the major administrative and academic units as well as from AUBMC to serve as an advisory group and support the university mission as follows:

a) Guide good practices in university policy governance. (The word “policy” to include policies, bylaws, procedures and manuals and other documents that have relevance university-wide.)

b) Facilitate collaboration and consistency in university policy development.

c) Monitor the development and/or revision of university wide policies, bylaws, procedures, and manuals.

d) Develop a process and governance framework through which new and revised policies are formulated, vetted, approved, reviewed, maintained, retired, communicated, and complied with as applicable.

e) Review new and revised existing university policies to identify and address conflicts with other related policies.

f) Recommend improvements in the administration of university policies and procedures including policy education, awareness, and overall practice of compliance.

g) Identify the need to review and/or develop new policies.

h) Recommend new policies and policy revisions to the President for approval; some policies will require the approval of the Board of Trustees.

i) Maintain an updated policy database and identify the need to review policy by respective Champion.

PPRC Specific Responsibilities

a) Ensure that appropriate governance bodies have vetted and approved policies under draft or review, up to and including the Board of Trustees.

b) Oversee the periodic policy review and policy development processes to ensure consistency among established policies, utilization of a standardized format that includes the date of approval, and prompts publication of new policies on the website, following appropriate approvals.

c) Verify initially that each policy has an assigned review date and a Policy Champion as specified by the Policy Responsible University Officer; policy changes can then be made at the instigation of the Champion or other individuals.

d) Facilitate an automated policy management process that provides notifications, to the Responsible University Officer and Champion for each policy, of the date of the next policy review within the cycle.

e) Notify the AUB community of newly posted policies.

f) Review and, if necessary, recommend appropriate measures for training appropriate members of the AUB community in policy implementation; the Responsible University Officer would be responsible for the ensuring that training is conducted.

g) Facilitate the permanent archiving of older policies that have been removed.
h) Ensure that a policy repository system is in place to serve as the authoritative source for university policies with full archived information on policy owners, implementing units, and history of revisions if any.

i) Obtain legal and other advice, as warranted.

The Committee will meet as needed to address matters on its agenda, but not less than four times per year. The Committee may invite other members of the AUB community to attend as necessary.

The Committee reports to the President and maintains minutes of meetings.

**PPRC Membership**

Associate Provost – (Chair)
AUBMC Chief Operating Officer – (Co-Chair)
Systems and Procedures Analyst – (Secretary)
Director of Procurement & Contracts Administration
Director of Human Resources
Assistant Chief Information Officer
Two faculty members appointed by the president
University Auditor – (non-voting)
Lebanese Legal Advisor – (non-voting)
By invitation: U.S. Legal Advisor (non-voting) as deemed necessary

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APPENDIX II: Policy Cover Page & Proposal Form

(To download this cover page in Word format, click here)

A. Policy Proposal Cover Page

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Accessibility Level - Choose One:

1. Full access to all browsers
2. Access limited to persons with AUB IDs
3. Access restricted to users designated by the champion

The attached pages represent policies and procedures that are under review. Please do not print or circulate them, except for the specific purpose of reviewing them.

In order for reviewers to be able to track changes during the editing process, use Tools on the toolbar> Track Changes. In this way, all changes are visible to the reviewers until the final wording is agreed. Comments may be added regarding the wording insert.

On completion of your review, please fill in the form below indicating the principal changes made and return it to:

policies@aub.edu.lb

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B. Policy Proposal Form

This form is to be submitted to the Policy and Procedures Review Committee along with the cover form

1. DOCUMENT DETAILS

Request Type: □ New □ Revision □ Withdrawing/Deleting


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2. RESPONSIBLE UNIVERSITY OFFICER AND SUGGESTED POLICY APPROVAL LEVEL

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Policy Champion

Name:
Position Title:
Signature: Date:
3. **BACK GROUND**

3.1 **Purpose**

Select one or more of the following which is most relevant to the creation, revision or deletion of the policy/procedure.

- [ ] New units, programs, or services are introduced
- [ ] Changes in best practices
- [ ] New mandates (changes in laws, rules and regulations, recommendations of accrediting bodies)
- [ ] Policy/Procedure does not have monitoring plan or tools that ensure compliance when applicable.
- [ ] Observed gaps in policy implementation
- [ ] No longer relevant or required
- [ ] Scheduled review
- [ ] Other:

Detailed Statement of Policy Purpose: ----------------------------------

3.2 **Rationale**

Why the new policy is needed? Why does the document need to be revised? What issues is it intended to address? Why is the policy to be removed?

3.3 **Policy applies to:** (For example faculty, staff, student employees, graduate students, vendors, visitors, volunteers, etc.)

3.4 **Nature of the changes being made** (if a revision to an existing policy)

3.5 **Consultation undertaken:** Issues identified during consultation

4. **ASSOCIATED PROCEDURES AND MONITORING TOOLS FOR COMPLIANCE AS APPLICABLE**

5. **RESOURCE IMPLICATIONS** – Training/Financial/Staffing/Compliance
6. IMPACTED AREAS

Identify and state the stakeholders, systems and documents which will be affected by the new or revised policy.

7. COMMUNICATION STRATEGY AND IMPLEMENTATION RESPONSIBILITY.

Consideration should be given to impacted units or stakeholders and the steps that will be taken to communicate the policy/procedure to those units or stakeholders, training that will need to be provided, system changes that will be required and documentation that will need to be amended.

<table>
<thead>
<tr>
<th>Task</th>
<th>Action</th>
<th>Responsibility</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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APPENDIX III: Policy Template

Policy Title

Table of Contents

1. 
2. 
3. 

Policy Purpose

This section may be omitted, unless it is important for the reader to have to understand why the policy exists or how it came to be developed e.g.: Cats Policy.

Policy Statement

This section sets out—as succinctly as possible—the University's policy. Each paragraph should be numbered and have a Bold Heading. Where a policy addresses several points, make them in separate paragraphs. Avoid conflict or redundancy with existing policies by hyper linking to the existing policy rather than repeating it. Note that policies apply university wide. Rules and regulations that are specific to a department or operating unit do not belong here. They should, however, be published in the departmental procedures manual in that section of the on-line manuals.

Definitions (when needed)

Provide definitions if necessary. Ensure that the definitions are consistent with the same terms if used elsewhere in the on-line policy manuals.

Procedures/Program/Plans

List the detailed procedures to be followed in implementing the policy including monitoring tools as applicable.

Responsibilities (Can be more than one for any position or office)

Detailed procedures to be followed in implementing the policy including monitoring tools as applicable

Appendices including flowcharts, forms and templates when applicable

References/Updates/Etc.

Links to other policies
Modifications (for proposed revisions)

Contacts (required)

Policy history sheet if applicable
All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note if an edit or revision date is exclusively for the policy section or the procedure section:

Issued: Month DD, YYYY
Revised: Month DD, YYYY
Edited: Month DD, YYYY
Revised: Month DD, YYYY
Edited: Month DD, YYYY
Reviewed: Month DD, YYYY

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APPENDIX IV: Policy Approval Authorities

(To download this cover page in Word format, click here)

<table>
<thead>
<tr>
<th>Title of Policy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champion(s) Submitting Policy:</td>
</tr>
<tr>
<td>Responsible University Officer:</td>
</tr>
</tbody>
</table>

Summary of major policy changes if existing:

Groups, offices, and positions/individuals consulted during policy review:

<table>
<thead>
<tr>
<th>PPRC Review:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

Legal Affairs review, as warranted

| Signature    |
| Title        |
| Date         |

Approval of Responsible University Officer (Dean, Director, Chair of University Committee, etc.):

| Signature    |
| Title        |
| Date         |

Approval of Authorized University Officer (COO, VP, Provost) as applicable:

| Signature    |
| Title        |
| Date         |

Approval of President:

| Signature    |
| Title        |
| Date         |

Approval of Board of Trustees (if applicable)

| Signature    |
| Title        |
| Date         |

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