



LP 1.0

Effective:
3/15/2022

Revised:

Policy Owner:
Board of Trustees

Policy Administrator:
AVP Planning,
Analytics & Decision
Support

Affected Parties:
Employees

Students

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Policy on Policies

1 Summary and scope

- 1.1 Lander University policies promote the university's mission, enhance operational efficiency and university governance, and communicate expectations relating to conduct, thereby reducing institutional risk. Lander University expects faculty, staff, and students to be familiar with and adhere to all applicable university policies. To promote accessibility to current policies and the consistency and clarity of policy content, the Policy on Policies establishes a framework for development, review, revision, approval, adoption, and dissemination of all university-level policies.
- 1.2 This policy applies to all new university policies that are drafted and adopted after the effective date of this policy, and to existing university policies as they are revised after that date. This policy does not apply to the policies embedded in the faculty handbook, employee handbook, student handbook, and/or academic catalog.

2 University policy governance

Policy governance is part of the structure that governs university policy management by:

- Ensuring a university-wide approach to the development, establishment, review, and communication of policies to ensure their relevance, clarity, objectivity, and consistency with internal and external regulations.
- Defining the roles, responsibilities, and authorities in relation to the development, establishment, and review of policies.

2.1 Board of Trustees: Policy Owner

The Lander University Board of Trustees, "as the governing authority of the university, is responsible for defining the mission, role, and scope of the university; for establishing the general policies by which the university shall operate; and for delegating the day-to-day management function of the university to the president." (Article 3.1b, [Lander University Board of Trustees Bylaws](#), revised 11/11/2021.) Therefore, on all university-level policies, the Lander Board of Trustees will be listed as the Policy Owner.

2.2 Policy Coordinator

- 2.2.1 Under the direction of the president and working in collaboration with the Board of Trustees Policy Committee, the Policy Coordinator maintains the official repository of university policies and has responsibility for maintaining the official library of university policies and procedures that is published on the university website.
- 2.2.2 The Policy Coordinator is responsible for maintaining an archive of all inactive/retired and active policies, as well as a record of all previous versions, if any, of active policies.
- 2.2.3 The Policy Coordinator will initiate and facilitate the review of every approved policy at least every four (4) years.

2.3 Policy library

- 2.3.1 The university website hosts the official library of university policies and procedures. This resource makes policies and procedures available to the university community in a digital format, which reduces the need to publish and distribute paper copies.
- 2.3.2 The university website includes only those policies and procedures that are generally applicable to more than one office or department of the university or are of institution-wide importance.

2.4 Scope

- 2.4.1 Matters pertaining only to the operations or functions of a given department or office are not considered University-level Policy and will not be published on the university's policy web page. (See Unit-level Policy and University-level Policy in the Definitions section, below.)

2.5 Policy responsibilities of vice presidents, directors, and department heads

- 2.5.1 Vice presidents are responsible for identifying areas of operation within their purview that are in need of new or revised administrative policies.
- 2.5.2 Vice presidents function as content authorities and division-level owners of administrative policies relating to their respective senior management area and are responsible for policy development, implementation, and oversight that includes:
 - 2.5.2.1 Ensuring the accuracy and timeliness of policies.

- 2.5.2.2 The development and implementation of any related procedures, processes, standards, guidelines, and forms.
- 2.5.2.3 The communication of changes and updates to affected constituencies.
- 2.5.2.4 The training of appropriate audiences.
- 2.5.2.5 The enforcement and monitoring of compliance with the policy and conducting a review of policies within their respective area at least every four (4) years.
- 2.5.3 The respective vice president may delegate to directors and department heads the authority to issue procedures associated with a policy.
- 2.5.4 Other guidance (guidelines, standards, directives, etc.) that are applicable only to specific departments or units may be developed outside of this framework as long as such documents are consistent with higher level university policies and the development of such documents follows the same principles for their development, review, approval, and promulgation.

3 Procedures for policy administration

3.1 Initiation, review, and approval of new and revised policies

3.1.1 General administration

- 3.1.1.1 The Policy Coordinator will administer the policy review lifecycle, coordinate communication of new and revised policies to the university community, and maintain the official university policy archive, including the master list of policies and policy numbers.
- 3.1.1.2 The need for a new or revised university-level policy may be identified by the Board of Trustees Policy Committee, a vice president, or the Policy Coordinator (in coordination with the Policy Committee or vice president). All such requests should be submitted in writing to the Policy Coordinator.
- 3.1.1.3 Working in collaboration with the Policy Administrator or Author, the Policy Coordinator facilitates the review of all new and revised university-level policies with the university general counsel and policy Stakeholders.
- 3.1.1.4 Once a preliminary policy draft has received all internal approvals, it will be considered provisionally approved and submitted to the

Board of Trustees Policy Committee for review and feedback in preparation for full board review and final approval.

3.1.1.4.1 A policy that has only received provisional approval may be published on the university's policy web page, but only with the approval of the Board of Trustees Policy Committee, only under extenuating circumstances, and only with the status of "provisional" clearly marked in the policy's header.

3.1.1.5 Once the Board of Trustees Policy Committee has approved the preliminary policy draft, the policy will be scheduled for the full board review at an agreed-upon future board meeting.

3.1.1.6 Upon board approval, the Policy Coordinator will publish the policy on the university's policy web page.

3.1.1.7 The Policy Coordinator will retain an approved copy of each policy and maintain an archive of previous versions of all policies published to the policy web page.

3.2 Retirement of policies

3.2.1 In special circumstances, a vice president may deem it appropriate to retire an existing policy or consolidate it with another policy. To that end:

3.2.1.1 The vice president will send a written request to the Policy Coordinator with a justification for the desired action and reference other policies or procedures that may be impacted.

3.2.1.2 The Policy Coordinator will review the request to determine if additional university vetting and/or review by the university general counsel is required.

3.2.1.3 The Policy Coordinator will also determine if it is necessary to seek additional approvals through other stakeholders and will initiate that action in consultation with the respective vice president.

3.2.1.4 Upon receipt of approval from the respective vice president, the Policy Coordinator will bring the request for the withdrawal or retirement of a policy to the Board of Trustees Policy Committee for approval.

3.2.1.5 Upon final approval by the Board of Trustees, the Policy Coordinator will issue an announcement of the withdrawn/retired policy. The vice president or Policy Administrator of a withdrawn/retired policy will deliver any additional communication.

4 Definitions

4.1 **Directive:** An official instruction, typically at the department or unit level, that may establish rules, assign responsibilities, define objectives, and delegate authority to those working within the unit. Failure to comply with a directive may result in disciplinary action.

4.2 **Guidelines:** General statements, recommendations, or administrative instructions designed to achieve the policy's objectives by providing a framework to implement procedures.

The attributes of a Guideline include the facts that it:

- Can change frequently based on the environment and therefore should be reviewed more frequently than standards and policies.
- Is not mandatory, but rather is a suggestion of best practice.

4.3 **Policy:** Regardless of category or scope, a "policy" is a written statement that provides governing principles on a specific topic to faculty, staff, students, and/or campus visitors. The general attributes of a policy include the facts that it:

- Enhances the university's mission;
- Reduces institutional risk;
- Ensures compliance with applicable laws and regulations;
- Promotes effectiveness and efficiency;
- Changes infrequently and is applicable for the foreseeable future; and
- Includes governing principles that mandate or restrict actions and is therefore enforceable.

4.4 **Policy Owner:** On all university-level policies, the Policy Owner is the Lander University Board of Trustees. As written in the bylaws, "the Board of Trustees, as the governing authority of the university, is responsible for defining the mission, role, and scope of the university; for establishing the general policies by which the university shall operate; and for delegating the day-to-day management function of the university to the president."¹

4.5 **Policy Administrator or Author:** The individual, unit, or division responsible for determining the details of a policy's workflow process. Such details include the due date, individuals responsible for reviewing the proposed policy or revision, and any stakeholders who will provide feedback.

4.6 **Policy Coordinator:** The university administrator responsible for oversight of university policy review and management.

¹ Article 3.1b, Lander University Board of Trustees Bylaws, revised 11/11/2021:
<https://www.lander.edu/sites/default/files/Images/Renumbered%20Lander%20U%20Bylaws%20rev.%2011-11-21%5B20667%5D.pdf>

4.7 **Policy Reviewer:** Within the policy workflow process, a policy reviewer is an individual identified by the Policy Administrator to review and propose edits or revisions to the proposed policy.

4.8 **Procedures:** The operational processes necessary to implement institutional policy, including who does what, when they do it, and under what criteria.

Procedures may:

- Integrate a series of steps to be taken to accomplish an end goal.
- Define “how” to protect resources.
- Specify the structure necessary to enforce the policy and provide a quick reference in the event of a crisis situation.

4.9 **Stakeholder:** A Stakeholder is any individual or group directly or indirectly impacted by a given policy. Within the policy workflow process, a Stakeholder is an individual identified by the Policy Administrator to receive a copy of the proposed policy revision for review and comment.

4.10 **Standard:** A mandatory action or rule designed to support and conform to a policy.

Attributes of a Standard include the facts that it:

- Must include one or more accepted specifications, typically developed in accordance with published federal, state, or industry regulations, requirements, or standards.
- Should serve to clarify the meaning and effectiveness of a policy.

4.11 **Supporting Documents:** Supporting Documents are procedures, standards, guidelines, or other documents that contain specific mechanisms or processes related to and authorized by a policy to establish the way in which that policy should be implemented. Supporting Documents may include detailed instructions, steps, or forms that facilitate compliance with a policy. Not all policies include Supporting Documents.

4.12 **Unit-level Policy:** A Unit-level Policy is one that applies to a specific unit or that defines an internal operation for a specific division or department. Examples include, but are not limited to, parking policies specific to different campuses or properties of the university, or dress or access policies specific to different laboratory/ clinical/studio areas of the university. No unit of the university may adopt or maintain a Unit-level Policy that is inconsistent with, conflicts with, or appears to or otherwise expands the obligations of the university beyond those set forth in a University-level Policy.

4.13 **University-level Policy:** A formal, high-level statement with broad application throughout the university to support the university’s mission, promote operational efficiencies, and/or reduce institutional risk. Policies state required actions and may include linkages to standards or procedures.

The attributes of a policy include the facts that:

- It focuses on desired results rather than on means of implementation.

- It requires compliance (i.e., it is mandatory).
- Failure to comply with the policy may result in disciplinary action.
- It may be further defined by standards, procedures, and/or guidelines.

5 Attributions and Citations

This policy has been, in part, modeled after related policies of other universities, including those of:

- Northeastern University: *[Policy on Development, Approval and Management of University Policies.](#)*²
- Virginia Polytechnic Institute and State University: *[Policy on Policies.](#)*³
- University of North Carolina at Greensboro: *[Policy on Policies.](#)*⁴

6 Policy Revision History

- First draft of policy completed by Policy Coordinator on 2/21/2022.
- Review completed by Board of Trustees Policy Committee on 2/22/2022.
- Lander University Board of Trustees review: Pending.

² <https://cpb-us-w2.wpmucdn.com/sites.northeastern.edu/dist/b/620/files/2020/09/Policy-on-Development-Approval-and-Management-of-University-Policies.3-28-21.pdf>

³ <https://policies.vt.edu/assets/1000.pdf>

⁴ https://policy.uncg.edu/university_policies/policy-on-policies/