



Bemidji State University	
Student Handbook	
Policies and Procedures	
Section	
Policy	

The BSU and NTC policy website is the official home of all university/college policies. These policies have been established to create a safe and productive work and learning environment and to ensure compliance with regulatory requirements.

If you are a faculty, staff, or student, it is **your responsibility** to familiarize yourself with these policies.

### Definitions of University Policy and Procedures

University/College policies are statements of institutional positions that reflect and support the University's/College's mission and values. While developed primarily to guide institutional decisions or actions, they also may articulate the institution's compliance with external mandates, encourage efficient use of resources or promote consistency by those acting for the institution. University policies impact the entire institution and their applicability is not limited to a single institutional unit. University policies require the approval of the President.

University procedures are written statements of processes used to implement a University Policies. Procedures may change over time.

Operational items are those decisions and activities specific to the day to day operations of departments, units, and divisions within the university and/or college (NTC). Primarily, these decisions are made by administration and are not subject to the policy creation/revision process or the Meet and Confer process. Examples of operational items are parking fees and regulations, developing marketing materials for the MBA program, recruitment strategies, personnel matters, designated Friday as a campus pride/spirit day, etc.

Below is a procedure to propose a new policy at BSU and NTC or to revise an existing policy previously approved:

#### Step 1

To create a new policy or revise existing university/college policy, consult with all university/college entities (individuals, departments, schools, etc.) that may be affected before finalizing a draft, which should be written as simply, briefly and clearly as possible. Please ensure the policy wording is easily understood by all employees/students. The policy should be drafted on official BSU and NTC Policy Template.

## Step 2

Email the draft to Finance and Administration, which oversees policy development at EMAIL@bemidjistate.edu. Finance and Administration will provide editorial services throughout the process, and shepherd the policy through applicable required review (General Counsel, advisory committees, Compliance, etc.) in a timely fashion.

If there is regulatory or other policy issue deadline that must be met, the draft should be emailed no later than one month prior to that deadline.

In addition to the actual policy draft, please send the following required supplementary information:

1. Why the policy or revision is necessary
2. Who was consulted in drafting the policy (departments, names/titles)
3. Who the policy will impact (students, staff, faculty, contractors, visitors, etc.)
4. Plan for publicizing/communicating the policy (who needs to know, and how they will be alerted)
5. URLs for any websites mentioned in policy, or links for additional references or related policies
6. Name of office/department/division to whom questions about the policy should be directed ("Responsible Office")
7. URL of office/department/division (website)
8. Office/Department/Division (not personal) email contact
9. Office/Department/Division (not personal) phone contact

## Step 3

The draft will be reviewed to ensure consistency of format, determine if any further input is needed, and determine whose signatures will be required in order to implement. You will be contacted if questions come up during this phase of the process.

## Step 4

Once steps 1-3 are complete, the appropriate Vice President overseeing the office/department/division submitting the policy for consideration will do the following (in order):

1. Present policy draft at the President's Cabinet
2. Present the policy draft to the Bargaining Units Meet and Confers. The Bargaining Units will have the opportunity to respond as defined by the collective bargaining process (e.g. the BSUFA will respond to within ten business days)
3. Present the policy draft to the Executive Leadership Team
4. Executive Leadership Team makes a recommendation to the University President
5. University President will notify administrative Vice President of decision
6. Vice President will notify community of policy decision
7. Office/Department/Division that submitted the policy for consideration will update all areas where policies are distributed.