

# Bemidji State University Policies

<b>Policy Name:</b> University Policy Development	<b>Effective Date:</b> August 2014
<b>Policy Owner:</b> Provost and Vice President of Academic Affairs	<b>Last Review:</b> 6/1/2015
	<b>Next Review:</b> 9/1/2018

## Policy

Bemidji State University is authorized by Minnesota State Colleges and Universities (MnSCU) to adopt suitable policies to direct the governance and operations of the university. Policy describes our commitments, beliefs, and desired outcomes. A policy states what the college intends to do and what it commits to. It is a guiding or governing principle and should only be established to achieve some purpose which reflects a set of beliefs, values or philosophy on the issue concerned. A policy may be required when there is a diversity of interests and preferences which result in vague and conflicting objectives among those who are directly involved.

## Scope and Purpose

The scope of this policy applies to all who are university stakeholders including but not limited to students, faculty, staff, and administration. The purpose of this policy is to provide direction and to ensure development of consistent policies and related processes, in accordance with the following criteria:

1. It is a governing principle that mandates or constrains actions.
2. It has institution-wide application.
3. It changes infrequently and sets a course for the foreseeable future.
4. It helps ensure compliance, enhances the university's mission or reduces institutional risk.

## Definitions

Policies state what the university believes in and intends to do. They are statements of institutional assurances and principles reflecting and supporting institutional mission and values.

Procedures are written statements of specific processes of implementation of university policy.

Policy template is the form used to submit proposed new policies or procedures or to submit revisions to existing policies or procedures.

Policy location is defined to be common access to official policies and procedures. These policies will be on the university website. Policy materials will also be made available in any format requested in compliance with the Americans with Disabilities Act.

Expedited policy review is defined as the process for implementation or changes that need to occur through a more limited process than the full review required under the review process.

## **Procedures**

### **Policy Committee**

The Provost will appoint two representatives to serve on the committee and will appoint the committee chair. Each of the other vice presidents will appoint one representative from their respective division to serve on the committee. Additional appointees will come from the bargaining units and a student will be appointed from the student body.

### **Policy Review Process**

- At the beginning of fall semester, the policy development committee will review the list of university policies needing review and/or to suggest new policies for development.
- Requests for review or development may come from any member of the University community. A request does not guarantee that a policy will be reviewed or developed.
- The following steps will be used to guide the review/development process:
  1. Research related MnSCU policies.
  2. Research best practices related to target policy. Best practices may be found using the Association for College and University Policy Administrators (ACUPA), other universities, professional associations (AACROA, NACE, ACPA, NASPA, ATIXA, NCHERM, and others)
  3. Gather information from university stakeholders who are impacted by the policy for input into policy and related process for implementation of policy.
  4. Write policy draft using policy template.
  5. Submit to policy committee via the Provost/VP of Academic Affairs.

### **Expedited Review Process:**

When necessary a policy needs to undergo limited changes either for compliance with a MnSCU Board of Trustees' policy, or to conform to changes in state and federal law, or to revise language to address a change between policy language and established practice. Expedited policy changes will be suggested by the appropriate policy owner to the policy development committee. This limited process includes:

- The submission of the suggested change to current policy by the policy owner to the policy development committee.
- Notification to the campus community by e-mail of the expedited time period during which responses will be accepted and reviewed.
- Copies of the changes will be distributed to all bargaining units and the student government association.
- The policy draft will be forward to the appropriate policy owner for review and recommendation for approval.
- The recommended policy will be forwarded to the President for approval and signature.

### **Communication of Policy**

New policies or changes to existing policies will be communicated using the following process:

1. The policy draft will be presented at the president's cabinet by the policy owner
2. The policy draft will be presented to bargaining unit meet and confers by the administrative vice president/policy owner. The units will have ten business days to respond to the policy owner.
3. The policy draft will then go to the executive leadership team and will make a recommendation to the university president.
4. The university president will notify administrative vice president/policy owner of decision.
5. The administrative vice president/policy owner will notify the university community of the decision via MyBSU.
6. The office/department/division that submitted the policy for consideration will update all areas where the policies are posted online and on campus.

### **Rationale**

Through a defined and ordered policy review and approval process, the university community helps to guide the development of university policies. This process allows for open communication across divisions and provides for input from a variety of sources. The process is based on MnSCU Board of Trustees' Policy 1A.2.2; Part 3, Subpart E and Part 6, Subpart G.

### **Supporting References**

<http://www.mnscu.edu/board/policy/1a01.html>