

Bemidji State University Policies

Policy Name: University Policy Development	Effective Date: August 2014
Policy Owner: Provost and VP of Academic & Student Affairs	Last Review: 3/28/2019
	Next Review: 9/1/2022

Policy

Bemidji State University is authorized by Minnesota State 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 Associate Vice President of Academic Affairs and the Executive Director of Enrollment Management co-chair the Policy Committee. The Policy committee also includes a representative from the IFO and MSUAASF bargaining units, as well as a representative from the student body.

Policy Review Process

- The policy committee co-chairs will identify the list of policies scheduled for review and the policy owners responsible for reviewing the policy. This information will be shared with the President's Cabinet and the Policy Committee, along with the associated timeline for review and revision. At this time, new policies may be proposed for consideration. (Timeline: August/September)
 - Requests for review or development may come from any member of the University community through the appropriate Cabinet member. 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 to Minnesota State policies.
 2. Research best practices related to target policy. Best practices may be found by consulting the Association for College and University Policy Administrators (ACUPA), other universities, professional associations (AACRAO, 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 processes for implementation of policy.
 4. Write/revise policy using policy template. For policy revisions, track changes using word processing tools.
- At the beginning of fall semester, the policy committee co-chairs will notify the campus and policy owner(s) of the policies under review and request feedback for consideration by the policy owner(s). New policies under consideration, or in draft form, may also be introduced at this time to solicit feedback in the development/refinement of the policy. The comment period will be 10 business days. Feedback will be shared with the policy owner(s). (Timeline: September/October)
- By January 15th, policy owner(s) will submit the revised/new policy to the Policy Committee co-chairs for review by the committee.
- The Policy Committee will review all revised/new policies. Any suggested changes will be communicated to the policy owner(s). After the Policy Committee recommends the policy for approval, the revised/new policy will be shared with the campus for a 10-day comment period. (Timeline: Committee review – February; Campus review – March).
- Feedback will be reviewed by the policy committee co-chairs and policy owners.

- The recommended revised/new policies will be forwarded to the President for approval and signature.
- Approved policies will be uploaded to the University Policy website.

Expedited Review Process:

When a policy needs to undergo limited changes and the expedited review process will be followed. At least one of the following criteria must be met to qualify for an expedited review:

- compliance with a Minnesota State Board of Trustees' policy;
- conform to changes in state and federal law;
- Update to office names and position titles;
- Provide clarification to the policy and/or procedure.

Expedited policy changes will be suggested by the appropriate policy owner to the policy committee. This limited process includes:

- The submission of the suggested change to current policy by the policy owner to the policy committee.
- Notification to the policy committee by e-mail of the request for an expedited review.
- Notification to the campus community by e-mail of the expedited review and 10-day time period during which responses will be accepted and reviewed.
- The recommended policy will be forwarded to the President for approval and signature.
- Approved policies will be uploaded to the University Policy website.

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 Minnesota State Board of Trustees' Policy 1A.2.2; Part 3, Subpart E and Part 6, Subpart G.

Supporting References

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