

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: University Policy Development and Management

Policy Number: 01.20.26

Issuing Authority: Office of the President

Responsible Officer: Secretary

Date Created: January 13, 2004

Date Last Amended/Reviewed: April 1, 2010

Date Scheduled for Review: January 2015

Reviewing Office: Office of the Secretary

Scope of Policy & Rationale

This policy establishes a mechanism for the formulation, approval, review, amendment, issuance and distribution of official university policies in a consistent manner. Compliance with standard procedures in formulating, approving, amending, issuing and distributing university policies is intended to assure compliance with policy objectives and to establish accountability of operating units and individuals affected by each policy. This policy outlines the steps for formulating, approving, amending, issuing, and distributing university policies and procedures by university administrative units.

Definitions

Date Created - The date the original policy became effective.

Issuing Authority - The executive officer charged with creating and approving university policy is listed as the Issuing Authority in the header of the policy document.

Procedures - Procedures are the means by which university employees are to carry out a particular policy. Procedures to carry out university policies may be adopted by university officers with the approval of the Office of the President, usually following a consultative process similar to the process for adoption and issuance of university policies. Procedures should refer to the official policy document they seek to implement.

Responsible Officer - The responsible officer will be accountable for the accurate and well-articulated formulation, issuance and timely updating of the policy. The responsible officer must coordinate announcements and distribution of copies of the official university policy to the university officers and to any offices he or she deems appropriate, with the understanding that accessibility of university policies is an important goal.

Reviewing Office - The responsible officer at his/her discretion may delegate an office or appoint a committee to conduct a review of a policy and make recommendations for revision.

University Policy - Any policy that meets all of the following criteria is a “university policy” and is to be formulated, approved, issued and amended in conformity with this policy and included in the University’s Policies and Procedures Manual and website: (a) it has broad application throughout the university; (b) it seeks to ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university’s mission, or reduces institutional risk; (c) it mandates or constrains action; and (d) the subject matter or budgetary impact requires review and approval by the university president and/or an executive officer.

Policy Statement

Responsibility for Creating Policies

Every university policy must be created by the Board of Trustees or, pursuant to delegation from the Board of Trustees, by the president or an executive officer, such as a vice president or the provost, who has been charged by the president with the responsibility for creating and implementing university policies as required in his/her area of jurisdiction.

Formulating and Approving a Policy

Under the direction of the responsible officer, a proposed policy, including a statement of the scope of the policy, must be drafted and submitted to the Executive Office of the President (“EOP”) for review and preliminary approval. The EOP also will provide guidance as to appropriate review processes prior to issuance of the policy. After any review that may be prescribed by the EOP, the draft policy will be submitted for final review and approval by the president prior to issuance to the university community.

Issuance of Policies

The Office of the Secretary, in consultation with the EOP, is responsible for issuing and publishing approved policies and procedures on the University Policies and Procedures website. The standard university policy format is attached as Appendix A. The responsible officer must coordinate announcements and distribution of copies of the official university policy to the university officers and to any offices he or she deems appropriate, with the understanding that accessibility of university policies is an important goal.

Amendments to Policies

The responsible officer of each university policy is charged with responsibility for keeping the policy up to date. Accordingly, policies should be reviewed periodically, and a detailed review should occur during the time designated in the header marked “Date Scheduled for Review”, or at least once every five years. Each policy posted on the university policies and procedures website will include the calendar year in which it is scheduled for review under this policy. Except when the process or authority for making changes to a policy is included in the policy itself, amendments should follow the same process as outlined above for initial issuance. Amendments to procedures that do not revise the substantive provisions of a policy can be approved by the responsible officer.

Unit Policies and Procedures

A school, college, or administrative operating unit may issue policies or procedures that relate to matters of interest only to that particular school, college or unit and/or that set forth procedures by which the unit will carry out the university policies. These shall be referred to generally as “unit policies and procedures.” Unit policies and procedures are not considered “university policies” and therefore are not governed by the procedures set forth in this policy. Unit policies must be reviewed and approved by the cognizant dean or university officer prior to adoption. Units are encouraged to use the standard policy format to encourage uniformity of form and appearance for policies and procedures throughout the institution. These unit policies and procedures shall be published and maintained on the website of the issuing unit.

Supersession

No unit policy or procedure may be contrary to university policies or procedures in language, purpose, intent or application. Any unit policy that is contrary to university policies or procedures is void and may not be enforced.

Reservation of Rights

The president may, in his or her sole discretion, issue, amend or revoke university policies without following the procedures set forth in this policy. Nothing in this policy limits or circumscribes in any way the power and authority of the Board of Trustees or the president to issue, amend, or revoke university policies on any matter.

Notes

1. Dates of official enactment and amendments:

Adopted by the president on January 13, 2004.

Revised and amended by the Office of the Secretary in accordance with this policy on April 1, 2010.

2. History:

In March 2010 following a review of the University's Policies and Procedures Manual and concurrent with our Middle States Self-Study, a revised template was recommended and approved. Amendments were made to the policy in keeping with the newly implemented template.

This policy was revised April 1, 2010 to set forth a mechanism for periodic review.

3. Cross References/Appendices

Appendix A: Policy Template

Appendix A

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title:

Policy Number:

Issuing Authority:

Responsible Officer:

Date Created:

Date Last Amended/Reviewed:

Date Scheduled for Review:

Reviewing Office:

Scope of Policy & Rationale:

Scope of Policy describes units and/or individuals to whom policy applies.

Rationale describes the issue or conflict the policy is intended to resolve. May also briefly describe the events, or the legal, regulatory, financial or operational challenges or circumstances, or other changes in the surrounding operating environment, to which the policy responds.

Definitions

List and define any terms used within the policy that are unfamiliar or technical, or that have a specialized meaning. Terms should be listed in alphabetical order.

Policy Statement

The policy statement describes what the policy is (i.e., purpose, core provisions, or requirements). Ideally, a policy statement should include information on who, what, and why, but not how.

Roles and Responsibilities

Provides a clear statement about the roles, responsibility and authority of individuals and groups involved in carrying out the policy.

Special Situations

Addresses any special situations relating to the application of the policy.

Exclusions

Provides a clear statement about any matters that are excluded from coverage under the policy.

Communications and Training

Describes any communications and/or training requirements.

Procedures (if applicable)

Describes in concrete terms how the policy will be implemented or enforced.

Notes**1. Dates of official enactment and amendments:****2. History:**

Critical tracking mechanism for related laws, legislation or reasons for amendments.

If applicable, insert “The historical information for this policy is not available as policy was created before a history requirement was created.” or insert the following, as appropriate:

Supersedes:

[Insert name(s), date(s), and reference number(s) of superseded policies.]

Reviewed By:

[Provide a summary of the university entities who reviewed the original policy or the last revision, as appropriate.]

3. Cross References/Appendix:

[Determine if this will only cross reference other policies within this manual or other non-policy documents (i.e. Employee Manual)]