



## Univerisity Policy on Policies

### SCOPE

This policy addresses the process for developing, issuing, and maintaining all Washington Technology University policies and applies to all university departments, faculty, staff, and students.

### POLICY STATEMENT

The purpose of this policy is to ensure that the Washington Technology University community has ready access to well-developed and understandable university policies. Policies that are easy to find, read and understand will:

1. Support the university's mission.
2. Achieve accountability by identifying the offices responsible for Policies.
3. Provide faculty, staff, and students with clear, concise guidelines.
4. Document how the university conducts business.

University policies will be:

1. Presented in a common format.
2. Formally approved by the authorized body.
3. Maintained centrally and accessible to all interested parties.
4. Linked to procedures for implementing the policy.
5. Kept current within the framework of an organized system of change control.

Policies will be clearly distinguished from related procedures according to the definitions in section III below. Individuals who are responsible for writing, updating, and distributing university-wide policies must comply with this policy.

Internal policies that apply to the operations of individual units or departments may not conflict with university-wide policy but may be more restrictive.

### DEFINITIONS

*Policy:* A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the university community in the conduct of university affairs. A university policy:

- is a governing principle that mandates or constrains actions,
- has institution-wide application,
- changes infrequently and sets a course for the foreseeable future,
- helps ensure compliance with applicable laws and regulations,
- reduces institutional risk, and
- is approved at the executive levels of the university (president, provost, vice presidents) or Board of Trustees.

*Academic Policies:* Academic Policies are policies which directly affect the pedagogical and research mission of the university.

*Administrative Policies:* Administrative Policies are non-academic policies governing the operations of the university.

*Student Policies:* Student Policies are policies which directly affect student life at the university.

*Procedure:* A procedure is a guideline or series of interrelated steps taken to help implement the policy. University procedures:

- should identify and link to the applicable university policy,
- should be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed,
- should be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy, and
- generally, do not require formal approval by senior university officials.

*Appendix:* Appendices are lists, charts, statements or forms referencing a person, agency or contact details may change/ become outdated. This allows the appendices to be changed as needed without having to revise the policy.

*Policy Initiator:* The Policy Initiator is any faculty, staff member, or student who identifies a university-level issue and develops a policy proposal.

*Policy Owner:* The Policy Owner is the appropriate University officer (president, provost, vice president) whose jurisdiction covers the subject matter of the policy.

*Stakeholder:* Stakeholders are university community members who are affected by the university policy being developed.

## **POLICY**

### **A. Policy Development**

The Policy Initiator may identify a university-level policy issue and develop it into a policy proposal. The Policy Initiator will submit the policy proposal for review and endorsement. If the policy is endorsed, a draft policy is created.

The Policy Owner will review the draft policy and consult with various stakeholders regarding the policy's likely impact on the members of the university community, including legal and, if appropriate, faculty senate committee review. After review and input, the Policy is formally approved.

Once the policy is approved and signed, the Policy Owner will forward an electronic copy to the Policy Administrator.

The Policy Administrator will maintain copies of signed university policies and policy revisions. The Policy Administrator also notifies responsible parties when a policy is scheduled for review or revision and is available to work with the responsible parties during any phase of the policy development process, including, if applicable, implementation of a training schedule.

As identified in the policy, the responsible office will monitor compliance and facilitate remedies for noncompliance as directed by the policy.

### **B. Policy Format**

A standard policy format ensures clarity and consistency. Although not all policies will contain all the

format elements, University policies will be written and maintained following the format described below.

1. Header information: (mandatory element)
  - a) WTU Logo – centered at top
  - b) University Policy name
  - c) Policy (Procedure / Appendix) number – this must be determined and preassigned before policy is written -see Policy Index for taxonomy structure:
    - **University policies are numbers using a format XX.XX.XXX. The first two digits represent the general category of the policy, then next two digits represent a specific area within the category and the final three digits represent a numerical numbering of the policies within each category and area.**
    - **Policies and procedures** are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them. **Procedures** are the specific methods employed to express **policies** in action in day-to-day operations of the organization.
    - University **Standard Operating Procedures** will supplement one or more policies and serve as a guideline or series of interrelated steps taken to help implement those policies.
    - University **Appendices** are lists, charts, statements or forms referencing a person, agency or contact details may change/ become outdated. This allows the appendices to be changed as needed without having to revise the policy.
    - The index will be continually updated as policies are added or removed.
  - d) Policy effective date
  - e) (Responsible) Department – author of the Policy
  - f) Procedures link(s), if applicable.
  - g) Related university policy link(s), if applicable
  - h) Policy Change Control Block will reside at the end of the document
2. **Scope:** (mandatory element) Identification of parties governed by the policy.
3. **Policy Statement:** (mandatory element) Purpose of the policy and the statement of philosophy, position, rule, regulation, or direction.
4. **Definitions:** (optional element) Meaning and interpretation of terms used in the policy.
5. **Policy:** (mandatory element) Description of the actual policy covering topics which include duties assigned to responsible parties and other parties as necessary; other information specific to a particular policy subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.
6. **Effective Date(s):** (mandatory element) Initial effective date of policy, and latest revision date, if applicable.

7. **Policy Change Control Tracking:** Tracking of the changes made to a policy, elements included are: Change Date / Author / Comments  
**Signature, title, and date of approval:** (mandatory element) Required for initial approvals and all subsequent reviews and updates.

### **C. Location of Policies**

To ensure ready access to University policies, Washington Technology University will maintain an official University Policies within the Einstein/Orbund System with the most current approved version of all university policies, with links to applicable procedures and appendices. The system will be maintained by OIT in a standard electronic format and will follow the structure described in Section IV (D) below. The documents in the University Policies library will constitute the official electronic depository for university-wide policies for Washington Technology University.

To maintain an organized system of change control, and to ensure consistency throughout the university, individual departmental web sites should not contain separate copies or versions of university policies or applicable procedures. Instead, departmental web sites that reference university policies and procedures must use hyperlinks to the documents on the official University Policies library. This does not preclude departments from maintaining internal departmental policies and procedures on their web sites, provided the internal departmental policies and procedures are not identified as official university policies and procedures, and do not conflict with official university policies.

### **D. Structure and Organization of University Policies**

Policies will be assigned to one or more of the following categories:

**01.XX.XXX General University** – Policies of a general nature affecting faculty, staff, and students. As policies are developed, subjects may include but are not limited to: policy and procedure development, general administration.

**02.XX.XXX Business and Finance** – Policies governing University financial resources. As policies are developed, subjects may include but are not limited to: authorization, contracts, grants, purchasing, budgets, tuition and fees, tuition classification, student financial aid, travel, fees, audits.

**03.XX.XXX Academic** – Policies governing teaching, academics, and academic administration. As policies are developed, subjects may include but are not limited to: academic regulations, academic programs, admissions standards, advising, curriculum, external agreements, general education, international education, instruction, summer session, and student performance.

**04.XX.XXX Campus and Facilities** – Policies that pertain to the use of the campus and its facilities. As policies are developed, subjects may include but are not limited to: law enforcement, parking, buildings, infrastructure, real estate, inventory and equipment, building access, solicitation/distribution on campus.

**05.XX.XXX Human Resources** – Policies that pertain to human resources. As policies are developed, subjects may include but are not limited to: benefits, compensation, separation, diversity and non-discrimination, hiring, appointments and reassignments, leaves, absences, holidays, vacations and university closures, performance, retirement, undergraduate and graduate student employment.

**06.XX.XXX Student** – Policies governing University life for students. As policies are developed,

subjects may include but are not limited to: student conduct, intercollegiate athletics, health insurance, student organizations, undergraduate student government, graduate student council.

**07.XX.XXX Public Relations** – Policies that pertain to the advancement and marketing of the University. As policies are developed, subjects may include but are not limited to: publications, logos, information releases.