This Toolkit provides information on the process for development and renewal of University Policesat NJCU. It applies to all University policies *except academic policies that are vetted through the University Senate*.

## University Policy Development and Renewal Process FAQs

### What is a University Policy?

A university policy is a statement of the University’s position on a particular issue. A policy is considered a university policy if it meets all of the following criteria:

* It has broad application or impact across the University (it applies to more than one division and/or group of stakeholders).
* It serves to comply with applicable laws and regulations, promotes operational efficiencies, supports the University’s mission, and/or reduces institutional risk.
* It requires actions or constraints and contains specific procedures for compliance.
* It applies to a subject matter that requires review and approval of the President and in some cases other approval authorities.

 A policy that does not meet all of these criteria is considered a divisional or unit policy.

### How are University policies developed or revised?

Policies go through a five-phase process. See below and Appendix A.

Phase I: Proposing

* Individuals wishing to propose, revise, or retire a policy meet with the University Policy Team (UPT) to discuss the policy and schedule a date for the review process to begin.
* The Accountable Senior Administrator and Responsible Office Designee prepare a Request Form template and present it to the Policy Advisory Group (PAG) for review and feedback.
* The Accountable Senior Administrator and Responsible Office Designee present the Request Form to the Policy Executive Group (PEG) for review, feedback and approval to move forward.
* Approved justifications for developing new or revising existing policies move to Phase II; approved justifications for retiring policies are forwarded to the President and, if required, the Board of Trustees for approval.

Phase II: Drafting

* The Responsible Office Designee creates a team of subject matter experts to create the policy.
* The team drafts the policy using the Policy template.

Phase III: Approving

* The Accountable Senior Administrator and the Responsible Office Designee present the fully developed policy to PAG for review and feedback.
* After any PAG-requested revisions are made, the Accountable Senior Administrator and the Responsible Office Designee present the fully developed policy to PEG for review, feedback and approval to move forward to the President and if required, the Board of Trustees for approval.
* The UPT secures official approvals using the Policy Approval Form.

Phase IV: Implementing

* The UPT communicates the approved policy to the community, assigns the policy a volume and number, and posts it to the Policy Library. If the policy is a revision to an existing policy or if an existing policy is being retired, the UPT moves the policy to the archives.
* The Responsible Office Designee educates and trains the community as appropriate.
* The Internal Auditor schedules a review to monitor policy compliance two years after implementation.

Phase V: Assessing

* After implementation, if internal circumstances or external regulations require policy revision, the Responsible Office Designee schedules a full-review of the policy to accommodate the changes.
* If internal circumstances or external regulations do not require policy revision, the Responsible Office Designee schedules a full-review of the policy five-years after implementation to ensure currency and relevance.

### Does this process apply to all University policies?

This process applies to all University policies except academic policies that are vetted through the University Senate.

### Who administers the university policy development and renewal process?

The following individuals and groups serve in official advisory capacities throughout the policy development process:

Internal Auditor. The Internal Auditor works in tandem with the University Policy Team by: Reviewing procedures to ensure internal controls are in place, reviewing new and revised policies prior to approval to ensure that compliance issues are appropriately addressed, auditing new policies after implementation to ensure compliance, and recommending the development of policies required to mitigate risk.

Policy Advisory Group (PAG). The PAG is comprised of administrative representatives from each division. PAG is chaired by the University Policy Administrator (UPA), who also serves as an ex-officio member. PAG reviews policy proposals and fully-developed policies prior to review and approval by PEG. PAG members also surface policy needs and conduct regular assessment of the process.

Policy Executive Group (PEG). The PEG is comprised of the President’s Senior Team (except University Counsel) and the Internal Auditor. The Internal Auditor serves as an ex-officio member of the group. The University Counsel serves as counsel to the group. PEG reviews and approve policy proposals and fully-developed policies. PEG also sets policy development priorities, approves the Annual Policy Development Calendar, and reviews results of assessments to determine if modifications are needed to the policy development and renewal process.

University Counsel. The University Counsel works in tandem with the University Policy Team by: communicating new and updated external regulations, mandates, and policies that must be incorporated into university policies, and reviewing from a legal perspective new and revised policies prior to final approval.

University Policy Team (UPT). The UPT provides coordination, oversight, and support for the policy development and renewal process. The UPT is comprised of the University Policy Administrator (UPA), and the University Policy Coordinator (UPC) and the Associate Vice President (AVP) for Institutional Effectiveness. The UPT works closely with University Counsel and the Internal Auditor who provide consultation on compliance and related issues.

University Policy Administrator (UPA). The UPA is responsible for all front-facing policy development activities. The UPA chairs the Policy Advisory Group (PAG).

University Policy Administrator (UPC). The UPCis responsible for all back-office policy development activities. The UPC maintains the Policy Library, provides the University with regular policy updates, and schedules and attends all policy-related meetings.

### Where are policies located?

All policies will be posted to the Policy Library webpage: <https://www.njcu.edu/about/njcu-policies-and-standards>. Policies may also be linked on other pages, but most policies are housed on the policy webpage.

The only exception to this is academic policies that go through Senate. These policies are housed on the catalog website. Although the Policy Development and Renewal Process does not apply to these polices, for completeness, they are linked to the Policy Library webpage.

### Who approves policies?

The President and (if required) the Board of Trustees are the final approvers of University policies. Policies are not official until these approvals are secured. The President is authorized to approve an Interim Policy based on specific criteria. Interim policies remain in effect until the policy is vetted through the formal review and approval process.

### What is an interim policy?

An interim university policy is a policy that has been issued in a situation where a policy needs to be established in a time period too short to allow vetting through the official policy development process (e.g., new legislation, incident on campus). The President has the authority to authorize the issuance of an interim university policy.

### What is the process for approving interim policies?

Individuals who need to propose, revise, or retire a policy on an interim basis meet with the University Policy Team (UPT) to discuss. The UPT reviews with the PEG. If approved, the PEG sets the time limit for which the interim policy can remain in effect (up to one year), and moves to the President for approval on the interim basis.

### How long can an interim policy remain in effect?

Any policy that is approved on an interim basis will be added – at Phase I – to the agenda for the next PAG meeting. The Accountable Senior Administrator and the Responsible Office Designee must present their Approval to Proceed justification at that meeting and begin the standard process. No policies under the authority of the Accountable Senior Administrator will be placed on either a PAG or a PEG agenda until the interim policy begins the formal cycle. In all cases, interim policies can remain in effect for a maximum of one year.

### How do I get a university policy started?

If you have an idea for a policy that would be administered by your department, you should contact your department head. If you have an idea for a policy that would be administered by another department, you should contact the appropriate PAG divisional representative. PAG representatives are listed on the Policy Library webpage.

### How can I make recommendations to improve a policy?

If you have an idea for improving a policy that is administered by your department, you should contact your department head. If you have an idea for a policy that would be administered by another department, you should contact the appropriate PAG divisional representative. PAG representatives are listed on the Policy Library webpage.

### Are there templates or forms that I need to use to develop a policy?

There are three templates/forms used for policy development and renewal.

Policy Justification Template – This form is used to secure approval to proceed with development, revision, or retiring of a policy. This form is used in Phase I of the process. See Appendix B for a copy of this template. The editable version of the template is on the Policy Library webpage (and will be on the Policy Library webpage when it is completed).

Policy Template – This form is used to fully develop a policy in standard format. This form is used in Phase II of the process. See Appendix B for a copy of this template. The editable version of the template is on the Policy Library webpage.

Policy Approval Form – This form is used to secure signatures from all approving bodies. All required signatures must be secured before a policy is considered official. The form is retained by the UPC in accordance with NJCU’s record retention policy. See Appendix B for a copy of this template. The editable version of the template is on the Policy Library webpage.

### How will I know when a new policy is approved?

The University Policy Coordinator (UPC) sends monthly updates listing all policy activities during the month. In addition, new or revised policies are posted to the Policy Library [webpage](https://www.njcu.edu/about/njcu-policies-and-standards) as soon as they are approved.

### What if I know of a policy that is not on the (current) Policies and Standards webpage or (future) Policy Library webpage?

The University seeks to ensure that all policies are linked in one location. If you know of a policy that is missing from the webpage, please contact the University Policy Team at upt@njcu.edu or 201-200-3073.

### What is the difference between a policy and procedure?

A policy is a statement of the University’s position on a particular issue. Procedures are step-by-step actions that need to be taken in order to fulfill a policy’s requirements. All policies have accompanying procedures, which are included in the policy template.

**How are policy violations managed?**

Policy documents include a section outlining how violation of the policy is managed.

**What if I have a question about a policy or the Policy Library webpage?**

You can contact the University Policy Team at upt@njcu.edu or 201-200-3073 with any questions.

## Appendix A

University Policy Development and Renewal Process Flowchart

## Appendix B

Templates and Forms