1.0 INTRODUCTION

Policies from various sources provide a structure for university students, employees, and volunteers. They are intended to establish fair and consistent practices that permit the University to fulfill its mission and accomplish its purposes in accordance with the philosophy and traditions of the issuing body.

The university is governed by policies developed at several levels. They include federal policies, Wisconsin administrative codes and legislative requirements, Board of Regents and UW System Administration policies, and policies developed at the university.

University policies establish guidelines, which help assure that decisions and transactions are made in uniform and authorized ways. They provide a means for communicating the university's position on issues and provide the authority needed to ensure compliance.

2.0 SCOPE OF POLICY

2.1 This policy applies to the development and revision of any all-university policy. Areas in which all-university policy is developed must be selected with care and moderation. The criteria for all-university policies is that it must address at least one of the following:

2.1.1 Issues of major significance that influence the university's ability to fulfill its mission or accomplish its purposes.

2.1.2 Issues where decisions are likely to have a long-term or irreversible impact on the institution.

2.1.3 Issues or decision areas where the impact is broader than a single unit or division.

2.1.4 Issues or areas which bear upon the university's relationships with external constituencies.

2.2 Official university policy must be developed:

2.2.1 To comply with a UW System, state or federal directive to develop institutional policy.

2.2.2 To extend the policy of the university beyond that expressed in policy from the UW System, state or federal levels with which the university must comply.
3.0 DEFINITIONS

3.1 All University Policy:

All-university policies are formal statements designed to guide the University toward achievement of specific objectives relating to operations, which affect the entire institution. To be considered as an all-university policy, the issue addressed must have university-wide significance. Formalizing such issues into policy is a statement of the importance the university attaches to the issue.

Policies which relate only to the operations of units are not appropriate to be all-university policy.

3.2 Policy Committee:

An ongoing committee that is responsible for conducting a technical and implementation review of all university policies that are being revised, added or rescinded.

3.3 Policy Review Committee:

An ad hoc committee that is formed to write or revise one policy. After the new policy or policy revision has been approved, this group is disbanded.

4.0 STATEMENT OF POLICY

4.1 All-university policies must comply with the definitions, scope, criteria, and guidelines specified in this document.

4.2 All-university policy becomes official when it is approved by the chancellor. Approval must include a statement indicating that it is the chancellor's intent that the document become policy and must bear his/her signature and the date on which the policy is to be enacted.

5.0 IMPLEMENTATION OF POLICY

5.1 Process for Development of All-University Policy

5.1.1 All-university policy can be proposed by any faculty, staff, administrator, student, or group and can be brought forward to the Planning, Assessment, Research and Quality office.

5.1.2 All-university policy must meet the scope and criteria listed in this document.

5.1.3 A proposed All-university policy must follow the university's standardized process for review prior to approval by the chancellor (see Appendix A).

5.2 Codification and Distribution

5.2.1 Once approved by the chancellor, new and revised all-university policies will be assigned a code number identifying them as official university policy and will be maintained in the Planning, Assessment, Research and Quality office and on the UW-Stout website.
5.2.2 The Planning, Assessment, Research and Quality office will notify the campus community of new and revised policies.

5.2.3 Public access to all-university policies will be assured through copies filed in the Archives unit of the university's Library Learning Center. All-university policies will also be available online on the Planning, Assessment, Research and Quality website.

5.3 Periodic Review of University Policies

Because the university is continually changing and developing, policies must undergo continuing review and modification. While change-induced review lends itself to policy revision, all-university policies should also be reviewed periodically to assess the adequacy of existing policies to achieve their intended purpose and to identify areas where policy may be lacking.

5.3.1 Policy review for the purpose of revising, rescinding, or adding policy can be proposed by an individual or group to the Assistant Chancellor for Planning, Assessment, Research and Quality. See Appendix A for the process for revising, rescinding, or adding policy.

5.3.2 Proposed rescindments of university policies must follow the university's full review process prior to approval by the chancellor.

5.3.3 The Planning, Assessment, Research and Quality office will request review and updates by policy owners on an appropriate timeline.

6.0 CRITERIA FOR THE DEVELOPMENT OF ALL-UNIVERSITY POLICY

In addition to meeting the scope requirements for all-university policy, policies must:

6.1 Be designed to achieve an all-university objective.

6.2 Contain a statement of policy and appropriate procedures.

6.3 Go beyond a mere statement of intent to comply with a UW System policy or state or federal law.

6.4 Reflect the core values and mission of the university.

7.0 RESPONSIBILITY FOR IMPLEMENTATION

The chancellor is responsible for implementation of this policy and for appointing the persons with responsibilities specified above and indicated on the "Policy Development Flowchart" (Appendix A).

APPENDICES:

Appendix A: Policy Development Flowcharts
Appendix B: Guidelines for Policy Content
Appendix C: Technical and Implementation Review
Appendix D: Policy Review Committee
Originator declares intent to revise or create new policy

PARQ (consultation with chancellor & division administrators)

Policy Committee recommends policy review path and Policy Review Committee membership

Policy Review Committee formed to work on revision (committee develops draft)

Policy Committee (technical review)

Chancellor & Cabinet (review and endorsement)

Faculty Senate, Senate of Academic Staff, University Staff Senate, Stout Student Association (when applicable), and Chancellor’s Advisory Council for recommendations

- Sent back to committee to develop a new draft
- Sent to Policy Committee for minor revisions
- Sent for chancellor’s final approval
Process if the intent of the policy is not changed or for changes to an appendix only:

1. Originator
2. PARQ (for review and recommendations)
3. Policy Committee (recommends review path and performs technical review)
4. Chancellor & Cabinet (for review and endorsement)
5. Chancellor (for final review and signature)
6. Distribute

Note: The policy owner (i.e. originator) may form a policy review committee, if desired.
APPENDIX B: GUIDELINES FOR POLICY CONTENT

Policies must clearly communicate their intent and be presented in a uniform format. Depending upon the complexity of the issue being addressed in a policy, the document must contain some or all of the following sections and may contain others in order to communicate their scope and intent.

1. Introduction. Introductory statements should include background information which provides perspective on the history or context of the policy or may refer to higher-level policies. The introduction may also present a statement of principles or a rationale statement explaining why the policy is needed.

2. Definition of Terms. This section establishes intended meaning of terms which are essential for communicating the intent of the policy.

3. Statement of Policy. A policy document must contain a statement of policy which clearly and forthrightly states the University's position on the issue.

4. Criteria. This section presents relevant criteria which may be useful in guiding the decision-making processes involved in implementing the policy.

5. Guidelines for Implementation. Implementation guidelines should present general descriptions of what is to be done to enact the policy and how it should work. Procedures should be appropriately brief. Procedures that are lengthy or continually changing should be referenced in the policy but should be maintained in a separate document. Timelines for compliance may be indicated.

6. Responsibility for Implementation. This section identifies, by title, the individual(s) responsible for policy implementation. It may also list the responsibilities, authority, term of office, etc. of those charged with implementing the policy.

7. Sunset date for policy if appropriate.

8. Consequences of Policy Violation or Noncompliance.


10. Appended Materials.
APPENDIX C: TECHNICAL AND IMPLEMENTATION REVIEW

Proposed All-University policies undergo a technical and implementation review.

1.0 TECHNICAL REVIEW

Working closely with persons or groups proposing policy, the Policy Committee will conduct the technical review. The review includes:

1.1 Conducting a policy search to establish whether there is an existing University, UW System, Regent, state or federal policy on the proposed policy topic.

1.2 Subjecting proposed policies to the University's Policy Development criteria review.

1.3 Assisting policy originators in writing and formatting proposed policies that are approved in concept.

1.4 Developing a cover sheet for each policy approved in concept by the Chancellor. The cover sheet cross-references the policy to related policies, identifies the group or individual that originated the policy, and summarizes the content of the policy.

2.0 IMPLEMENTATION REVIEW

2.1 A Policy Committee, appointed by the Chancellor, will consist of four permanent members: the Assistant Chancellor for Planning, Assessment, Research and Quality, one representative appointed by the Chancellor, one representative appointed by the Provost, and one representative appointed by the Vice Chancellor for Administrative and Student Life Services. The committee may also include a policy specialist from Planning, Assessment, Research and Quality.

The members may consult with the policy review committee and persons who will be responsible for implementing the policy or who can provide expertise needed.

2.2 The Policy Committee:

(a) Reviews for feasibility or technical impact on students, staff, or support areas.
(b) Reviews for impact on existing policies, procedures, or university operations.
(c) Establishes factors in implementing and monitoring the policy.
(d) Identifies areas for distribution for review and additional information.
(e) Recommends an implementation date for the policy.
(f) Recommends timeframes for future review.
(g) Recommends membership for the policy review committee.
APPENDIX D. POLICY REVIEW COMMITTEE

A policy review committee will be formed to revise a policy when there are changes to the intent of the policy statement or if a new policy is being created. The policy review committee will include the following individuals:

- Policy Owner
- A faculty member appointed by the Faculty Senate
- An academic staff member appointed by the Senate of Academic Staff
- A university staff member appointed by the University Staff Senate
- A student appointed by the Stout Student Association when the policy is germane to student life, services, or interests
- Additional resource people appointed by the appropriate division administrator and University Policy Committee

The Chancellor, in consultation with the Division Administrators and the Assistant Chancellor for Planning, Assessment, Research and Quality, will approve the core composition of each committee. The policy owner may add other members to the committee, if desired.

The committee is responsible for developing a draft of the policy or policy revision and for forwarding the proposed revision to the Policy Committee for a technical review.

If you have questions or comments, email mailto:parq@uwstout.edu.