Procedure: Policy Development and Approval

Associated Policy	2.a Developing and Establishing Heritage University Policy and Procedures
Responsible Office	President's Office
Created	April 17, 2019
Revised	
Effective	July 1, 2019

Procedure/Process
New policies or policy revisions may be proposed by any individual, committee, or department within the University.

Standard Policy Template
To ensure consistency, a standard policy template must be used for all policies. Use of this template facilitates the adoption of clear, concise policies and procedures at all levels of the organization. If a section does not contain information or is not applicable, that section can be omitted or "N/A" may be inserted under the section heading. A link to the template is available in the Related Documents section of this document.

Interim Policies
Policies may be enforced on an interim basis where a University policy must be established in a time period too short to permit the completion of the process as specified in this document. An interim policy will remain in force for no more than six months from the date of issuance and must include the expiration date.

Institutional Policy Procedure
1. New policy proposals and revisions are submitted to the President's Cabinet. The person staffing Cabinet will make the draft policy available to the University community as appropriate.
2. Cabinet will complete a first reading and suggest changes.
3. Policies impacting the Faculty Handbook will be routed to Faculty Senate for approval.
4. Policies impacting all employees will be routed to Staff Senate for comment and ratification.
5. Once approved by the Senates, the draft policy will return to Cabinet for an additional reading and approval.
6. If changes are suggested after the second reading by Cabinet, steps 3 - 5 will be repeated as necessary.
7. Once approved by Cabinet, the approved policy will be included both on the Heritage website and in the Policy Manual maintained in the President's Office.
8. University constituencies impacted by the policy will be notified as soon as possible that the new or revised policy is in effect and has been published.

Local Policy Procedure
1. Each local unit (department, office, college, program, etc.) will determine their own procedures for approval of new or revised policies, providing the policy and procedures for developing and establishing policies and procedures are followed, including the use of the Policy Template and

Procedure Template.

2. Local Policies will be reviewed annually by Cabinet to ensure consistency with Institutional and Board policies. A Local Policy that contradicts an Institutional or Board policy will be considered void.
3. Once approved by the unit Vice President, the approved policy will be included both within the unit as well as in the Policy Manual maintained in the President's Office.
4. University constituencies impacted by the policy will be notified as soon as possible that the new or revised policy is in effect and has been published.

<u>Board Policy Procedure</u>

1. New policy proposals and revisions are submitted to the President for presentation to the Board of Directors.
2. The Board of Directors will complete a first reading and suggest changes.
3. Once approved by the Board of Directors, the policy will be included both on the Heritage website and in the Policy Manual maintained in the President's Office.
4. University constituencies impacted by the policy will be notified as soon as possible that the new or revised policy is in effect and has been published.

Related Documents

Policy Template
Procedure Template