

POLICY MAKING

GB-50-16-1

Approved: Chancellor's Cabinet March 3, 2016
Signed: <u><i>Craig J. Mulick</i></u>
Title: <u>Chancellor</u>
Date: <u>9/30/2016</u>

Preamble:

In carrying out its teaching, research, and public service activities, the University of Wisconsin-Green Bay has an obligation to maintain conditions under which the work of its members--the faculty, students and staff--can go forward freely, in accordance with the highest standards of excellence, institutional integrity, and freedom of expression, and with full recognition by all concerned of the rights, privileges, and responsibilities of those who comprise the UWGB community.

In furtherance of these efforts it is necessary to establish and publish a set standard of Policies upon which all in the UWGB Community shall comply. The established Policies provide the rights and responsibilities to the UWGB community as well as members of the public using UWGB resources.

Each student, staff and faculty member has a responsibility to UWGB's mission of teaching, research, and public service. The Policies are designed to protect and promote the rights of all individuals, assure compliance with all pertinent regulations and laws and limit interference in academic freedom.

Definitions:

Academic Policy (AC): Academic Policy is one that applies to academics or instruction of the students. These policies consist of credentialing, academic promotion, award or discipline, course creation and evaluation. These policies pertain exclusively to an academic units and are not broadly applicable throughout the University. While these policies may supplement other General University Policies they may not be in conflict with Institutional, Operational, Personnel or Student Affairs Policies. Academic Policies are governed and enforced by the Provost and SOFA.

Institutional Policy (GB): Institutional Policy is a written statement of policy that has general applicability to members of the University community, and is developed by a department or unit in order to provide directive to all staff, students or visitors to campus of the expectation of behavior and principles of the University of Wisconsin-Green Bay. Institutional policies are approved and published by the Chancellor's Cabinet.

Operational Policy (OP): Operational Policy is a written statement of policy that has addresses the day to day operations of the institution and are applicability all members of the University community, and is developed by a department or unit in order to establish operational rules, promote efficiencies, or, in some cases, ensure compliance with applicable laws. Institutional Policies are governed and enforced by the Office of Business and Finance and its designees.

Human Resources Policy (HR): HR Policies have general applicability to members of the University Faculty and Staff, and are developed by the Department of Administration, the University of Wisconsin System and UWGB Human Resources Department in order to establish rules of conduct, employee recruitment and retention and discipline as well as to promote operational efficiencies and employee safety. HR Policies are governed and enforced by the Human Resources Department.

Policy: A policy is a written statement with broad application throughout the University and significant impact to the University if not followed. Policies may be developed by a department or unit or by University administration in order to express basic values of the University, ensure coordinated compliance with applicable laws and regulations, promote operational efficiencies, enhance the University's mission, and/or reduce institutional risk. The major difference between Policies and Procedures is whether the written statement present authority for action as opposed to a general guidelines on day to day activities or carrying out a policy. Policies may only be changed in a fashion compliant with the Policy Making Rules of UWGB and must be published.

Policy Committee: This oversight committee is appointed by the Associate Chancellor-Chief of Staff and is responsible for overseeing the periodic review of all University policies. The Committee may provide input to the Vice Chancellors, Chancellor or Chancellor's Cabinet regarding the development, categorization, publication or review of University Policy.

Procedures: Procedures contain a series of consecutive action steps related to a policy that specifies how a particular policy should be carried out. Procedures may have detailed instructions, definitions, and/or forms that facilitate policy compliance. Procedures may be amended at the discretion of the affected area or unit and efforts should be made to document and retain the procedures.

Responsible Office: The Responsible Office develops and administers a particular policy and its procedures. The Responsible Office is accountable for the accuracy of the subject matter, issuance, and timely updating of the policy. They must also ensure that the policies for which they are responsible are consistent with other policies within their areas, communicated properly, reviewed regularly and updated as needed, and monitored for compliance and effectiveness.

Review Officer: This employee is responsible for ensuring that policies are consistent with all laws, regulations, and other statutory requirements and that policy content does not create liability for the University. The Review Officer is also responsible for determining who needs to approve individual policies, according to topic, content, and applicable regulations, and related policies. The Review Officer, in collaboration with the Vice-Chancellor or Chancellor's Cabinet if necessary, determines whether a proposed policy fits the definition and follows the requirements for a Policy.

Student Affairs Policy (SA): Student Affairs Policy is a policy which pertains to student behavior, rights and discipline. These policies are governed and enforced by the Dean of Students Office.

Policy Making:

Policies will, at a minimum, require approval by an officer of the University being a Vice Chancellor or higher. Personnel and Institutional Policies must be approved by a Vice Chancellor of Business and Finance through recommendation of a Director or equivalent position. Academic or Student Affairs Policies will be approved by the Provost through the recommendation of a Dean or equivalent position.

Prior to being submitted to the Vice-Chancellor the Director or Dean shall submit a draft of the Policy / Amended Policy and an Application for Policy Implementation / Amendment / Review (see attached) to the *designated review officer* who will evaluate for compliance with policies, codes and regulations; confirm the review process; and if necessary work with the Responsible Office to amend the draft to conform with University approved production.

The review of the implementation of policy or amendment / termination of policy shall be directed by the Review Officer to the Vice-Chancellor for Business and Finance, Provost or Chancellors Cabinet for review and approval. At any time, the Vice Chancellor with primary responsibility for developing the policy may request that a policy be reviewed by the Chancellor and/or Chancellor's Cabinet.

Additional Review:

Certain policies may be subject to **review, comment and acceptance** by the respective branch of governance or a designated committee. Draft policies shall be submitted to such committees as required by Wisconsin Statute and Code; University of Wisconsin System Policy; UW-Green Bay Policy; or at the discretion of the Chancellor as proscribed but with sufficient time allotted for review (*e.g. not less than 1 week before the convening of the Senate, etc.*).

Publication:

All approved University Policies will be published on the official policy site of the University (<http://www.uwgb.edu/policy>). Any policy published on or linked from the official policy site of the University must include a reference to the University and be consistent with the Policy Development, Approval and Publication policy.

In order to promote consistency and ease of locating appropriate policies, University Policies and Administrative Policies will be housed in a common repository managed by the Review Officer. In addition, the Responsible Office may use a variety of methods to communicate an approved Policy to the relevant areas on campus. These methods include use of the Log, designated email servers, posting on the Responsible Office's website, or other method deemed necessary by Review Officer

A University unit (e.g., department, school, or division) may post specifically relevant policies on its own website. If a unit wishes to also include University Policies on its website, it must do so by means of a link to the official policy site of the University to assure that the official, most up-to-date version is referenced. That web site will be the only one that carries the assurance that the policies posted on it are current and correct. University administration reserves the right to remove non-

official University Policies from unit-based web sites and/or update the official policy site of the University at any time.

Codification:

In the interest of proper record keeping, ease in access and to ensure proper review all campus policies shall be codified as follows:

Primary Code: *Policy Area: IN (institutional) ; AC (Academic) ; Human Resources (HR); SA (Student Affairs)*

Secondary: *Numeric representation of responsible office (see attached) First number is the Administrative Area, second number is unit within, if primary with Administrative Area then followed with 0*

Year: last two digits of the year the policy was implemented

Policy Number: Assigned number based on order in which is was implemented on that year

Example: **OP-15-02-01** Banners in Public Buildings

Operational Policy (OP) / Business and Finance (1) / Public Safety (5) / year implemented 2002 (02) / first Public Safety Policy implemented in that year (1)

Policy Review:

Every policy will be reviewed periodically by the Responsible Office. The Responsible Office will make or propose modifications on an as-needed basis to keep the policy current. The document history must include the initial effective date and the last amended date. The Policy Committee will oversee the review process and the Responsible Office will report its completion to the Committee.

Rationale for Change

Policies may be modified by the Responsible Office whenever necessary to comply with regulatory changes or changes in business operations. Policy modifications will follow the same review and approval process as for new policies. The following represents a basis for changes in Policy:

- Functional Change due to changes in strategic direction or in response to growth or the re-evaluation of course offerings
- Geographical Change due to relocation of where staff work or the addition of new locations
- Legislative Change because of changes to legislation and regulations which affect the organization's governance, compliance requirements or operations
- Structural Change that changes organizational structure and reporting lines
- Changes in the external environment that affect the higher education sector. For example, a change in Federal Government can impact priorities and funding arrangements.

CODIFICATION:

Policy Type:

GB (Institutional)
OP (Operational)
AC (Academic)
HR (Human Resources)
SA (Student Affairs)

Responsible Office:

First number: Budgetary Area
Second Number: Department

Year:

Last two digits of the year the policy was implemented

Policy Number:

Order in which policy was implemented in the year of publication

Responsible Office:

(1) Business and Finance

- (1) Budget
- (2) Controller
- (3) Facilities
- (4) Human Resources
- (5) Public Safety
- (6) Safety & Risk
- (7) Union

(2) External Affairs

- (1) Advancement
- (2) Marketing & Communication
- (3) Alumni Relations
- (4) Outreach

(3) Provost

- (1) Arts, Humanities and Social Sciences
- (2) School of Business
- (3) Health Education and Social Welfare
- (4) Science and Technology
- (5) International Education
- (6) Information and Technology
- (7) Library
- (8) Enrollment
- (9) Registrar

(4) Dean of Students

- (1) Judicial
- (2) Residence Life
- (3) Student Life
- (4) Student Government

Requestor: Responsible Office
--

TEMPLATE FOR UWGB POLICY

Italicized instructions provided in this template are for guidance in policy creation and should be deleted as policy content is inserted.

Title: _____ (Place a policy title of no more than ten words here. Make sure the title is as concise and descriptive of policy content as possible.)

New: _____ **Review:** _____ **Revision:** _____

Policy Statement

Description:

The policy statement should be a concise statement of the University's intent regarding the topic of the policy and expectations regarding compliance with it. The policy statement should also communicate clearly how broadly the policy is to be applied.

Definitions

Terms: _____
(This section should define any terms used in the policy that are important to compliance with it or that might be misunderstood by the audience).

Personnel or Area Impacted

Unit: _____

Area: _____

Personnel: _____

(list the Unit, area and personnel who will specifically need to be made aware if the policy is accepted)

Compliance

Regulation / Policy which this policy is responsive to: _____

(If there are specific citations which necessitate this policy, please provide those here. Otherwise, delete this section.)

Roles and Responsibilities

Implementation Area: _____ **Employee:** _____

(This section should name and define roles for everyone having responsibilities for carrying out the policy.)

Contacts

This section should include the name, phone number and email of at least one contact who can answer questions about the policy.

Subject	Contact	Telephone	Email

History

This section must contain the following dates or placeholders for future dates:

Effective Date: _____

Last Revised Date: _____

Standards

(List any applicable standards, or a link to them, here.)

Forms

Attach, or link to, any forms or templates related to this policy or its procedures.

Other Related Documents

Attach, or link to, any related documents (FAQs, etc.) not included elsewhere.