

IDAHO STATE UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

Policy Development and Administration

MAPP 01.A.2

POLICY INFORMATION

Section Title: General Administration

Subject: Policy Development and Administration

Responsible Executive for this MAPP: Vice President for Finance and Administration

Sponsoring Organization: Finance and Administration

Dates: Issued: August 17, 2009 Revised: _____ Annual Review: August 17, 2010

I. PURPOSE AND SCOPE

The ISU Manual of Administrative Policies and Procedures (MAPP) is the official repository of policies and procedures related to the administrative and business activities of the University. This document establishes guidelines to ensure Idaho State University (ISU) formally approves, issues, and maintains in a consistent format, all official administrative policies in a central policy library. This policy provides direction to individuals engaged in the development and maintenance of University administrative policies and defines the requirements that must be followed when drafting, approving, and revising official administrative policy.

This policy applies to the administrative and business activities of the University. For purposes of this policy and others within the MAPP, and as defined in more detail in the definition section of this policy, “business and administrative activities” refer to the financial, operational, and administrative processes and functions related to the University, but specifically exclude areas that are academic in nature.

II. POLICY STATEMENT

Idaho State University is governed by state and federal laws and statutes, rules of the Idaho State Board of Education, and university regulations and policies. The University must adopt policies and related procedures to direct and guide the operations of the University when laws, statutes, rules, and regulations do not provide specific guidance or do not offer procedures or implementation directives necessary for the efficient and effective operation of the University. It is the policy of ISU to formally develop, approve, and issue all policies in a consistent format and maintain said policies in a central policy library. The MAPP is the official repository of policies and procedures related to the business and administrative aspects of the University.

III. AUTHORITY AND RESPONSIBILITIES

- A. Idaho State University's administrative policies are owned by a Sponsoring Organization (SO) under the authority of a Responsible Executive (RE), who is a university vice president, dean, President's Cabinet member, or other senior official. The RE oversees development of the policy through the MAPP process and assures all action steps are completed. In addition, ISU Internal Audit is responsible to audit for compliance with requirements found in all MAPPs.
- B. The Vice President for Finance and Administration (VPFA) is responsible for reviewing and approving proposals for new administrative policies and the VPFA's signature concludes the process of review of the new policies prior to submission to the President for certification.
- C. The Technical Working Group (TWG) consists of a group of faculty (selected in consultation with faculty governance) and/or staff (selected in consultation with executive management) representing those impacted by the proposed policy and is recommended by the Responsible Executive. This group is responsible for reviewing and commenting on drafts of new policies. If a need for specialized expertise related to the proposed policy is perceived by any of the above constituencies, persons with such expertise shall be consulted by the TWG. Comments and suggestions will be forwarded to the Vice President for Finance and Administration (VPFA) for consideration by the RE.
- D. The Office of General Counsel (OGC) is responsible to review and comment on all new policies and revisions to ensure their propriety from a legal and contractual perspective. This office is authorized to make minor corrections or updates without going through the entire approval process.
- E. The President's Cabinet (PC) will review, comment, and concur on all proposed new policies prior to review by the Executive Review Group (ERG).
- F. The ERG, comprised of the university vice presidents, is responsible for reviewing and approving proposed new policies prior to signature by the VPFA. A signoff sheet is provided to accommodate this approval (See Appendix E).
- G. The VPFA will submit all policies to the University President, who is responsible for final approval and certification of the new policies prior to publication and implementation.

IV. DEFINITIONS

- A. Administrative and Business Processes at ISU - the financial, operational, and administrative processes and activities related to running and managing the non-academic functions of the University. Some examples would include auxiliaries, budgeting,

controllership and internal business controls, financial accounting, staff personnel issues, purchasing, contract review, public safety, grant and contract accounting and compliance, facilities management, student financial accounting and loans, financial aid, etc. While these examples are not all inclusive, the administrative and business processes are distinct from the academic processes at ISU.

- B. Academic Processes at ISU – the core educational, research, creative, and scholarly activities of the university, including such functions as curriculum development and delivery, faculty governance, academic rank and appointments, promotion and tenure, faculty personnel issues, faculty workload and release time, sabbatical, grading, academic program priorities, academic integrity.

V. POLICY AND PROCEDURE DEVELOPMENT

A. Initiation and Proposal of Administrative Policies

A need for a new or revised administrative policy or elimination of an existing one may be identified by the VPFA, by a Responsible Executive through a Sponsoring Organization, or by members of the university community through their Responsible Executive. The process typically includes the following steps:

1. The VPFA may initiate a proposal for a new administrative policy, or revision or elimination of an existing policy and determine whether and how involvement of a TWG is required. The VPFA is authorized to determine membership of these groups for all administrative policies, soliciting the advice and counsel of other Vice Presidents or the President, as appropriate.
2. A Responsible Executive(s) or designee may propose a new policy, or the revision or elimination of an existing policy to the VPFA, who, upon approval, will assign a MAPP number to the proposed new policy, which is required before proceeding to prepare the formal policy proposal described below.
3. The SO prepares a formal proposal using the policy proposal template included in this policy (Appendix A.)
4. The proposal is submitted to the VPFA for review. After consultation with the Provost to determine the academic impact of the proposal, the VPFA approves the proposal for development.

B. Drafting Administrative Policies

1. Once the policy proposal has been approved, the appropriate RE or a designee oversees the creation of a draft of the policy following the format as outlined in Appendix C (MAPP format and content guidelines described in part “D” below.) Throughout the process, the Responsible Executive is charged with making sure the *Checklist for Review and Certification of MAPP Policies and Procedures* (Appendix D) is completed and submitted to the VPFA.

2. The draft policy is submitted to the VPFA for approval to proceed.
3. The RE shall submit the draft for review and comment by the TWG, and all comments and suggestions will be forwarded to the VPFA and RE.
4. The RE will revise the draft policy to address comments from the TWG. The RE will then forward the revised draft policy and original comments from the TWG to the VPFA.
5. The VPFA is charged with submitting the revised draft to the Office of General Counsel for review and approval before presenting the draft policy to the President's Cabinet and the ERG.

C. Approval and Announcement of Policies

1. Upon concurrence and approval by the ERG, the draft, along with the *ERG Certification (see Appendix E)* and the *Checklist for Review and Certification of MAPP Policies and Procedures (Appendix D)* are sent to the VPFA for final implementation approval. Steps one through five of the *Checklist* must be completed and initialed prior to submission.
2. The VPFA reviews and approves the final policy by completing step six of the *Checklist* and presenting the policy to the University President for approval certification. The VPFA then returns the final policy to the RE.
3. The RE submits the final policy to the Office of General Counsel for retention and posting to the ISU website. The SO announces the policy and implements actions required by the policy, along with conducting any training that may be required.

For additional guidance see the policy development flowchart in Appendix B.

D. Policy Format

Policies and related procedures must be submitted using the attached policy format template (Appendix C) and must include the following information:

- The policy section name
- The subject of the policy
- The Responsible Executive for the policy (VP, Dean, Department Chair, for example; by title, not name)
- The Sponsoring Organization
- Purpose and scope of the policy
- Policy Statement
- Definitions, if necessary for clear understanding of the policy

- Procedures, if needed to implement the policy
- The University President's approval certification section

Policies and procedures may also contain the following information as necessary:

- Background information
- Related information
- Related documents
- Forms
- Contacts

E. On-going Review and/or Revision of Existing Policies

It is the responsibility of each Sponsoring Organization to ensure its policies and procedures within the MAPP are reviewed by the annual review date and updated accordingly. The Sponsoring Organization must then notify the Office of General Counsel of any updates and establish a new annual review date (even if no updates are required.) An RE may initiate a review of existing policy at any time.

F. Dissemination of Information about New or Revised Policies

A new or significantly revised administrative policy must be announced by e-mail or released in a memorandum by the Responsible Executive to all university employees. However, the policy must have completed the development process described herein and must be included in the MAPP.

G. Maintenance of the Policies and Procedures Manual

The Office of General Counsel is the gatekeeper for the MAPP and is responsible to ensure it is properly controlled and maintained. It is authorized to make legally required, minor corrections or updates without going through the entire approval process.

The MAPP links on the General Counsel website serves as the policy index and accession site for official ISU administrative policies. Copies of all policies and related reports generated during the review stages of policy development are retained by the Office of General Counsel in accordance with university record keeping policy. Policies may also be found in various handbooks, brochures and other university publications. When a conflict is found between the policies and procedures related to the administrative and business aspects of the university found in a MAPP and administrative policies found in handbooks, brochures, and other university publications, the policies of the MAPP shall be the controlling authority and shall supersede any other versions of same or similar subject matter. These policies shall not supersede academic policies, as defined in the Definitions section of this document.

The MAPP website is not intended to serve as the repository for all internal policies, procedures, and guidelines from the respective colleges, schools, and business and academic units of the University. In addition to the MAPP, colleges, centers, institutes,

and business units may have policies and procedures specific to their operations that may not be included in the MAPP. For access to college, school and department level internal policies, procedures, and guidelines, please contact the appropriate unit for information. Any such policies and procedures must not conflict with laws, statutes, rules of the State Board of Education, and university policies or regulations.

All policies and procedures are subject to change from time to time as approved by the University. The website is updated as soon as possible following an approved change.

PRESIDENTIAL CERTIFICATION

Approved: *Arthur C. Vailas*
President, Idaho State University

Date: *June 26, 2009*

