POLICIES AND PROCEDURES

Policy Development and Administration

ISUPP 1010

POLICY INFORMATION
Policy Section: *Governance/Legal*
Policy Title: *Policy Development and Administration*
Responsible Executive (RE): *President*
Sponsoring Organization (SO): *Office of the President*
Effective Dates: *12-5-2011, 9-18-2017; 9-3-2020; TBA*
Last Reviewed: *August 2026*
Next Review: *December 2031*

I. INTRODUCTION

Idaho State University Policies & Procedures (ISUPP) is the official repository of Policies and Procedures related to University activities. This document establishes a uniform framework for the formal development, review, approval, implementation, and maintenance of University Policies at Idaho State University. This Policy applies to all University Policies adopted by Idaho State University and governs the roles and responsibilities associated with Policy lifecycle. University operations are subject to applicable federal and state laws and regulations, and State Board of Education policies, regardless of whether the ISUPP policies are amended in a timely manner.

II. DEFINITIONS

A. Administrative Council. The University council charged with institutional planning, administrative oversight, and issue management.

B. Adoption. The formal stage of Policy development in which the University President formally signs, enacts, or authorizes a proposed Policy, making the Policy binding within the University. Adoption takes place at the final decision-making authority.

C. Approval. The formal endorsement of a Draft Policy by internal individual Stakeholders or Stakeholder groups following review. Approval indicates support for the Policy's content and serves as a recommendation for Adoption. It does not constitute final enactment.

D. Associated Students of Idaho State University (ASISU). ASISU is the governing body for the students of ISU.

E. Draft. A preliminary version of a University Policy that has not been Adopted by the University President.

F. Faculty Senate. Faculty Senate is the representative body of the faculty of ISU. Certain policies are subject to faculty purview according to the Constitution of the Faculty Senate recognized by the University.

G. Faculty Professional Policies Council (FPPC). FPPC is a council of the Faculty Senate and reports directly to the Faculty Senate.

H. Guidance. Advisory documents, standards, or best practices that outline recommendations and direction rather than strictly enforceable rules.

I. Idaho State Board of Education. This body serves as the governing Board of Trustees of the University and has delegated Policy making authority to the University President.

J. Interim Policy. A temporary policy implemented immediately to address an urgent situation, safety concern, or new legal regulation.

K. Minor Amendment. Any change to an existing University Policy that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application, or meaning of the Policy.

L. Policy. A Policy is a formal, binding statement of University governance that has institution-wide applicability or significant impact on a substantial portion of University community members. Policies establish mandatory rules, standards, or expectations. Policies establish the University's official governing rules and expectations.

M. Procedure. A Procedure is a required method or set of steps for implementing a Policy. Procedures ensure consistency and compliance but do not establish new authority beyond the Policy they support. Procedures exist under the authority of a Policy.

N. Process. Recurring operational or administrative practices that support day-to-day inter-office activities. Processes may vary over time and by office or department and do not require formal approval under this Policy unless elevated to a Policy.

O. Responsible Executive (RE). A Responsible Executive is the senior University official with authority over the subject matter of a Policy. The Responsible Executive is designated by the President.

P. Staff Council. Staff Council is an internal organization representing all Classified and Non-Classified employees, independent of other organizations.

Q. Stakeholder. Any University member, group, or organization who has authority over or will be substantially impacted by a proposed Policy.

R. Technical Working Group (TWG). A group of subject-matter experts and Stakeholders convened to assist in developing University Policy.

S. Thirty-Day Review (30-Day Review). A standardized process used to share Policy Drafts with the campus community. It allows faculty, staff, and students to evaluate the proposed rules, identify potential issues, and submit feedback.

III. POLICY STATEMENT

ISU is governed by state and federal laws, rules, and regulations, Idaho State Board of Education (Board) rules and policies, and University rules and policies. The University Policies to direct and guide University operations, as well as when state and federal laws, rules, and regulations or Board rules and policies require.

No memorandum, guidance document, website posting, handbook provision, departmental directive, or administrative communication shall be interpreted as binding University Policy unless adopted in accordance with this Policy. All Policies must receive Presidential approval and signature to be valid. Documents issued outside of the uniform framework established by ISUPP 1010 *Policy Development and Administration* provides operational guidance only and does not impose institutional obligations. Policies are developed via a shared governance model and are coordinated through the Director of Policy Administration (DPA).

IV. AUTHORITY AND RESPONSIBILITIES

A. Administrative Council. Review Policy Draft and vote on whether to recommend that the President Adopt the Policy as official University governance.

B. Departments. Notify the Director of Policy Administration when an audit report identifies either the need for a new Policy or revisions to an existing Policy.

C. Director of Policy Administration (DPA). Responsible for coordinating the Policy lifecycle, ensuring compliance with this Policy, maintaining official Policy records, and facilitating review and approval processes. The DPA oversees Policy development through the established process, ensures all required steps are completed, and drafts or coordinates the drafting of Policies. The DPA also ensures that Policies are developed in collaboration with appropriate University Stakeholders.

D. Faculty Senate. Participates in Policy development for all Academic Affairs Policies. Has primary responsibility for educational policy and for policies governing curriculum, academic standards, teaching, faculty research, scholarship, creative activities, appointment, tenure, promotion, and service, consistent with applicable laws, Board rules and policies, and the authority reserved by the governing Board or delegated to the President.

E. Faculty Professional Policy Council (FPPC). The Council is responsible for assisting in the Drafting and review of policies impacting faculty. FPPC can function as a Technical Working Group.

F. Office of General Counsel. Review Policy Drafts for legal sufficiency prior to Policy Adoption.

G. Responsible Executive. All ISU policies are divided into Policy Sections that are assigned to a Responsible Executive (RE) for oversight. Responsible for recommending Policy content, implementation, and compliance.

H. President. The President has ultimate responsibility for the Adoption of Policies at the University. The President's signature makes the Policy official. Final decision at the University level rests with the President.

V. POLICY DEVELOPMENT

A. Scope.

1. No unit, office, department, committee, or individual may issue, enforce, or represent a document as institutionally binding governance unless it has been properly classified and Adopted pursuant to ISUPP 1010 *Policy Development and Administration*.
2. A document may not be labeled, represented, or enforced as binding University authority unless it is:
    a. Classified as a Policy or Procedure under this framework;
    b. Developed through the mechanisms established in this Policy;
    c. Approved through the University's formal governance process; and,
    d. Signed by the President of the University.
3. Documents that do not meet these criteria are informational guidelines only and may not impose independent institutional requirements. Any such guidelines that conflict with applicable state and federal laws, rules, or regulations, State Board of Education rules or policies, or University rules or policies are invalid.
4. A document explaining University operations can be classified as one of the following:

a. Policy. Policies must be formally approved through the governance process. Policies:
    i. Establish institutional authority;
    ii. Contain compliance obligations;
    iii. Implement legal or regulatory requirements;
    iv. Delegate decision-making authority;
    v. Delegate appellate authority;
    vi. Define accountability structures;
    vii. Govern conduct or compliance expectations; and/or
    viii. Are enforceable through University disciplinary action.
b. Procedure. Procedures are approved administratively under authority delegated by Policy. Procedures should not independently create major substantive obligations absent Policy authority. Procedures:
    i. Operationalize Policy requirements;
    ii. Provide routing requirements to the approval authority;
    iii. Communicate submission timelines; and/or,
    iv. Clarify operational details.
c. Process. Processes are typically maintained operationally by responsible administrative units and may change frequently as systems or workflows evolve. Processes:
    i. Identify required forms;
    ii. Create informal coordination expectations; and/or,
    iii. Define inter-office interactions.
d. Guidance. Guidance is generally informational and may be updated administratively as needed. Guidance:
    i. Explains expectations;
    ii. Provides examples;
    iii. Offers non-binding recommendations; and/or,
    iv. Supports consistency.

B. Policy Initiation.

1. Any ISU faculty, staff, student, or administrator may identify a need for a new or revised Policy or the elimination of an existing Policy.
2. Individuals or groups will contact the DPA to propose Policy creation or review. In the case of academic policy, individuals or groups may also contact FPPC and/or Faculty Senate to propose the initiation or revision of Policy.
3. Policy proposals are vetted in consultation with appropriate Responsible Executives and governing bodies.
4. In rare instances, the DPA may approve an omnibus policy initiation where multiple policies may need to be created or revised to address a single topic. An omnibus policy initiation will proceed through the governance process as if it were a single policy.

C. Technical Working Group Formation.

1. The DPA will coordinate with the governing bodies, groups, and individuals identified as Stakeholders. These Stakeholders will be consulted during Policy development.
2. The DPA will assemble a Technical Working Group who may assist in developing the Policy. The DPA may utilize a pre-existing committee to serve as a TWG.
3. Technical Working Groups. Technical Working Groups are established by the DPA on an as-needed basis to vet the viability, impact, accuracy, and potential consequences of implementing a Policy. TWGs may also assist in revising and drafting Policy.
    a. The following groups may be considered Stakeholders for the purposes of Policy development:
        i. ASISU. Any Policies that substantially impact students should include ASISU in the development process;
        ii. Faculty Professional Policies Council (FPPC);
        iii. Faculty Senate. Any Policy Draft that falls under faculty purview as defined by the Faculty Senate Constitution will include the Faculty Senate in the Policy development process;
        iv. Staff Council. Policy Drafts that substantially impact staff should include Staff Council in the Policy development process;
        v. Deans' Council;
        vi. Impacted Departments, Colleges, and/or Divisions;
        vii. Individual students, staff members, and/or faculty members;
        viii. University legal counsel, as needed; and/or,
        ix. Any additional University Stakeholders, as needed.

b. In developing University Policy, the TWG should consider issues including, but not limited to, the following:

i. Compatibility with the mission of the University and existing Policy processes and systems;

ii. Accreditation and enrollment;

iii. Compliance with laws and regulations;

iv. Enforcement and monitoring of compliance to the Policy;

v. Research implications;

vi. Personnel and budget impact;

vii. Sufficiency of existing expertise;

viii. Facilities implications; and,

ix. Procedural options for implementation of the Policy.

D. Required Reviews.

1. Legal Review. Prior to posting for 30-Day Review, the Policy Draft shall be reviewed for legal sufficiency.

2. Responsible Executive. The Responsible Executive shall be given an opportunity to review the Policy Draft prior to posting for 30-Day Review.

3. Faculty Senate. Any Policy that falls under faculty purview as defined by the Faculty Constitution must receive approval from FPPC or the Faculty Senate prior to moving forward to the 30-Day Review period.

a. After submission to the Faculty Senate, the Faculty Senate has two (2) regularly scheduled meetings to vote on the Policy. The Faculty Senate can vote to accept or reject the Draft, or may choose not to vote.

i. Accept. If the Faculty Senate accepts the Draft, the Draft will be forwarded to 30-Day Review.

ii. No Vote. If the Faculty Senate does not vote within two (2) regularly scheduled sessions, the Draft will automatically be forwarded to 30-Day Review.

iii. Reject. If the Faculty Senate rejects the Draft, the Faculty Senate shall forward the reasons and grounds for rejecting the Draft in writing to the DPA within 15 days. The DPA shall review the Policy Draft for potential revision before either:

1. Sending the Draft back to Faculty Senate; or,

2. Forwarding the Draft, with the written reasons for rejection, to 30-Day Review.

4. 30-Day Review.
    a. All Policy Drafts are subject to a comment period of no less than thirty (30) calendar days.
    b. 30-Day Review commences on the date the Policy is publicly posted for review, provided the Draft is formally announced through the University's newsletter within five (5) business days of posting.
    c. During the 30-Day Review, individuals and organizations may submit written comments:
        i. By e-mail to policies@isu.edu; or,
        ii. Anonymously via the University's online platform.
    d. Comments are public record.
    e. Policy Drafts may not be announced for 30-day Review, undergo final review, or be accepted for Approval or Adoption, outside of the fall and spring semester, unless there are Extenuating Circumstances.
        i. In the event of Extenuating Circumstances, the Administrative Council, in consultation with the Faculty Senate and Staff Council chairs, has the authority to recommend the President Adopt an interim University Policy.
            1. If an interim Policy is adopted, the interim Policy must be replaced with a permanent Policy which has been adopted and approved through the normal Policy process within one (1) calendar year.
    f. Following 30-Day Review, if no substantive changes are made to the Policy Draft, the Policy Draft is forwarded to the Administrative Council for a vote.

E. 30-Day Review Comments.
    1. 30-day Review comments submitted through the approved processes are reviewed and considered by the DPA.
    2. The DPA determines if suggested revisions:
        a. Require Minor Amendments;
        b. Require substantive changes of the Policy Draft; or,
        c. Require only to be noted in the official record.

3. Any substantive changes made to the Policy Draft as a result of 30-Day Review must be reviewed by the Responsible Executive, and/or by the applicable governing bodies. If edits are approved the Policy Draft will stand for an additional 30-Day Review period.
4. The DPA may complete any Minor Amendments without resubmitting the Policy to 30-Day Review.
5. Substantive comments that would affect Policy outcome will be forwarded to the TWG to determine if the Draft should be revised. If the TWG decides not to edit the Policy, the Policy will be forwarded to Administrative Council for a vote.

F. Approval and Announcement of Policies.

1. Policy Drafts that have completed the 30-Day Review process without substantive changes are submitted to Administrative Council for review and vote.
2. Following Administrative Council's review and vote, the President decides whether or not to Adopt the Policy.
3. Administrative Council and/or the President may Approve with:
    a. Substantive changes to the Policy Draft;
    b. Minor Amendments; or,
    c. No changes.
4. Minor Amendments can be made to the Policy Draft without repeating the 30-Day Review process.
5. Any substantive changes require the Policy to repeat the 30-Day Review process.
6. Upon Adoption, the Responsible Executive is responsible for implementing actions required by the new or revised Policy, or to accommodate a retired Policy.
7. The Responsible Executive is responsible for conducting any training that may be required for successful Policy implementation.
8. The DPA is responsible for retention, numbering, and posting of the final Policy. The DPA announces the adoption of the Policy to the University community.

VI. POLICY PORTFOLIO MAINTENANCE

A. Maintenance.

1. The DPA is the custodian of the ISUPP and is responsible for ensuring Policies and Procedures are properly maintained.
2. The DPA and the Responsible Executives are responsible for reviewing Policies for revisions and updates.

3. Policies Maintenance. Changes may be:
    a. Minor Amendments. Minor Amendments can be completed by the DPA without a 30-Day Review period.
    b. Procedural, non-substantive Policy revisions will be updated by the DPA, but are still required to undergo a 30-Day Review period.
    c. Substantive Changes. Substantive revisions will be distributed to the University community and stand for 30-Day Review. Substantive changes require Administrative Council vote and Presidential Adoption.

B. Recordkeeping.
    1. The DPA shall ensure that complete records of each Policy's development, including Drafts, comments, review documentation, and approvals, are maintained in accordance with University record retention requirements.
    2. Responsible Executives shall periodically review Policies under their authority to ensure accuracy, compliance, and continued relevance.
    3. The DPA may coordinate review cycles and recommend updates.

C. Review.
    1. Policies shall be reviewed at least every five years to determine whether the Policy remains effective, compliant, and appropriate.
    2. Policies may be reviewed prior to their review date, as needed.

VII. RELATED LAWS AND POLICIES

A. ISUPP 1030 *University Records, Archives, and Publications*

B. Idaho State Board of Education Governing Policies and Procedures Section 1.E.2.a.