



# Idaho State University

## 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*

**Dates: Effective Date:** *December 5, 2011*

**Revised:** *September 18, 2017 (9-3-20)*

**Review Date:** *September 2023*

## **I. INTRODUCTION**

Idaho State University Policies & Procedures (ISUPP) is the official repository of policies and procedures related to academic, administrative, and student activities. This document establishes guidelines to ensure Idaho State University (ISU or University) formally drafts, revises, approves, issues, and maintains in a consistent format university policy. This policy provides direction to individuals engaged in the development and revision of University policies and defines the process for drafting, approving, and revising official policy.

## **II. DEFINITIONS**

- A. **Administrative Council:** Administrative Council is comprised of Vice Presidents, Chief of Staff, Athletic Director, and the President.
- B. **Associated Students of Idaho State University (ASISU):** ASISU is the governing body for the students of ISU.
- C. **Faculty Senate:** Faculty Senate is the governing body for the faculty of ISU. Certain policies are subject to faculty purview according to the Constitution of the Faculty Senate.

- D. **Faculty Professional Policies Council (FPPC):** FPPC is a subcommittee of the Faculty Senate and reports directly to the Faculty Senate. The Council is responsible for assisting in the drafting and review of policies impacting faculty. FPPC can function as a Technical Working Group
- E. **Idaho State Board of Education:** This body serves as the governing Board of Trustees of the University and has delegated its ultimate policy making authority to the University President.

Policy Sections: The Policy Sections on the ISUPP as follows:

- I. Governance/Legal
  - II. Finance
  - III. Human Resources
  - IV. Academic Affairs
  - V. Student Affairs
  - VI. University Advancement
  - VII. Research
  - VIII. Athletics
  - IX. Public Safety
  - X. Information Technology Services
  - XI. Facilities and Operations
- F. **Policy Process Map:** A policy process map is a document created by the UPM (or a governing body acting as the UPM) that outlines the process and timeline for moving an individual policy through the policy process, including which governing body(ies) will review the policy proposal.
  - G. **Policy Proposal:** A proposal for new policy, revised policy, or the elimination of an existing policy.
  - H. **Responsible Executive (RE):** A Responsible Executive is the University designated executive leadership position responsible for the oversight of policies within their respective area. The Responsible Executive is designated by the President.
  - I. **Staff Council:** Staff Council is an organization representing all Classified and Non-Classified employees, independent of other organizations.
  - J. **Technical Working Group (TWG):** Technical Working Groups are established by the UPM on an as needed basis for the purpose of vetting the viability, impact, accuracy, and potential

consequences of implementing a policy. TWGs may also assist in revising and drafting policy.

- K. **University Policy Manager (UPM):** The University Policy Manager is the individual responsible to manage and maintain the University's official policies and procedures, and to assist and advise other campus offices on policy needs.

### **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 must adopt policies to direct and guide the University operations and when such state and federal laws, rules, and regulations or Board rules and policies require.

### **IV. AUTHORITY AND RESPONSIBILITIES**

- A. ISU policies are developed via a shared governance model and are coordinated through the University Policy Manager (UPM).
- B. The UPM oversees development of the policy through the ISUPP process and assures all action steps are completed. In the event the UPM is unable to facilitate a specific policy process, ASISU, the Faculty Senate, or Staff Council may act as UPM.
- C. All ISU policies are divided into Policy Sections that are assigned to a Responsible Executive (RE) for oversight.
- D. The President has ultimate responsibility for implementation of policies and procedures at the University.

### **V. PROCEDURES TO IMPLEMENT**

- A. Proposal and Revision of Policies
  - 1. Any ISU faculty, staff, student, or administrator may identify a need for a new or revised policy or elimination of an existing policy. Individuals may contact the UPM or an elected representative to receive policy process guidance and initiate a policy proposal.
  - 2. Policy proposals may not be announced for the 30-day comment period as detailed in V.B.4–5 and V.E.2, undergo final review as detailed in V.C, or be accepted for approval as detailed in V.D outside of the fall and spring semester.

## B. Drafting Policies

1. Policy proposals are facilitated by the UPM.
2. Prior to the revision, proposed elimination, or drafting of a policy, the UPM will develop a policy process map for each individual policy outlining the groups and individuals who will be consulted during the development of the policy. The policy process map will identify the governing bodies and TWG who will review the policy. Any policy proposal that falls under faculty purview as defined by the Faculty Senate Constitution will include the Faculty Senate in the policy process map. Policy proposals that directly impact students should include ASISU in the policy process map. Policy proposals that substantially impact staff should include Staff Council in the policy process map.
3. The UPM will coordinate with the groups and individuals who manage the policy and who are most impacted by it. These groups constitute a TWG. It is the responsibility of the UPM to ensure all policies are developed in collaboration with the appropriate University stakeholders. The UPM may request stakeholder representation from ASISU, Faculty Senate, and Staff Council. The following groups may be considered stakeholders as necessitated by the policy:

ASISU

Faculty Professional Policies Council (FFPC)

Faculty Senate

Staff Council

Deans' Council

Impacted Departments, Colleges, and/or Divisions

Individual Students, Staff Members, and/or Faculty Members

Additional University Stakeholders as Necessary

Discussion may include, but is not limited to any of the following:

Compatibility with the mission of the University and existing policy processes and systems

Accreditation and enrollment

Compliance with laws and regulations

Enforcement and monitoring of compliance to the policy

Research implications

Personnel and budget impact

Sufficiency of existing expertise

Facilities implications

Procedural options for implementation of the policy

4. All policy proposals are subject to a comment period of no less than thirty (30) calendar days commencing on the date first announced to the University community by email or via the University newsletter to garner University-wide feedback. During the 30-day comment period, individuals and organizations may submit written comments via an anonymous, online platform or by e-mail to policies@isu.edu regarding the proposed policy or policy revision. The UPM and TWG will work together to decide when a policy is ready for the 30-day comment period. Any policy that falls under faculty purview as defined by the Faculty Senate Constitution must receive approval from FPPC or the Faculty Senate prior to moving forward for 30-day comment period.
5. Comments are public record and will be made available upon request. All comments are considered by the UPM and TWG, who may revise the draft proposal and may determine that additional comment periods are necessary
6. The TWG in consultation with the UPM will determine when the policy proposal is finalized, at which time they will submit it for final review to the governing body(ies) identified in the policy process map.
7. When a new policy or revision is required or mandated by law or regulation during the month of May, June, July, August, December or given an emergency extenuating circumstance the Administrative Council, in conjunction with the Faculty Senate and Staff Council chairs, has the authority to approve an interim ISUPP, which will be replaced with a permanent ISUPP within one year through the normal policy process.

#### C. Final Review of Policies

1. The governing body(ies) identified in the policy process map will address the policy proposal and comments. The reviewing body(ies) will return policy proposals to the UPM for Approval and Announcement.
2. If the governing body(ies) does not address the policy proposal within 2 regularly scheduled meetings of submission to the governing body by the UPM, it will be automatically be forwarded to the Administrative Council for Approval and Announcement.
3. If any governing body identified in the policy process map rejects the proposal, the rejecting body shall forward the reasons and grounds for rejecting to the UPM within 15 days. The TWG and/or UPM shall review the policy proposal for potential revision before sending it back to the identified governing bodies or forwarding it, with the

written reasons for rejection, to the Administrative Council for Approval and Announcement.

D. Approval and Announcement of Policies

1. The UPM submits the final version of the policy to the Administrative Council and the President for review and approval. (See flowchart in Attachment A.)
2. The UPM is responsible for retention, numbering, and posting of the final policy. The UPM announces the policy.
3. Upon announcement, the RE is responsible to implement actions required by the new or revised policy, or to accommodate a retired policy. The RE is responsible and for conducting any training that may be required for successful implementation.

E. Ongoing Review and Maintenance of Existing Policies

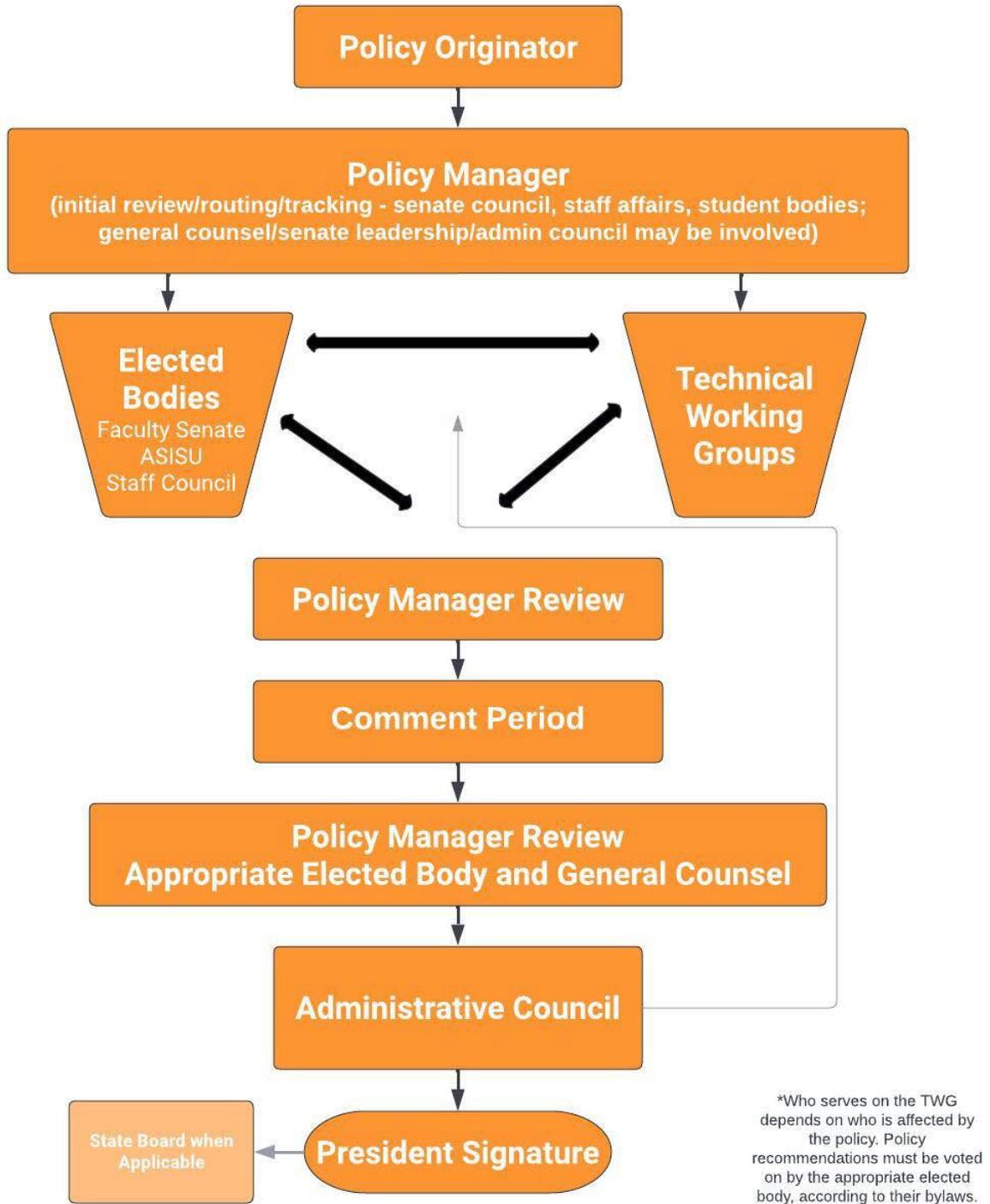
1. The UPM is the caretaker of the ISUPP and is responsible to ensure policies and procedures are properly maintained. Copies of all documentation, finalized policies, and certifications are retained by the UPM in accordance with University record keeping policy. The UPM is responsible to review with the appropriate RE policies for revisions and updates.
2. Procedural, and non-substantive policy revisions will be updated by the UPM. These revisions will be distributed to the University community and stand for 30-day review. Comments are public record and are made available upon request. After the 30-day review period, all comments are reviewed by the UPM, who will decide whether the revisions should be rerouted through the regular policy process outlined in this document or should be forwarded to the President for signature.
3. The ISUPP is not intended to serve as a repository for all internal procedures and guidelines of the respective division, colleges, schools, and business and academic units of the University. The division and colleges may define “departments” and “affiliated business units” according to their specific circumstances and/or accreditation requirements. For access to division, college, school, and department-level internal procedures and guidelines, the appropriate unit should be contacted. Any such procedures and guidelines must not conflict with applicable state and federal laws, rules, or regulations, State Board of Education rules or policies, or University rules or policies.
4. 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. While the ISUPP is intended to be as complete as possible, any properly adopted and approved policies and procedures which are

inadvertently omitted are nonetheless operational, as if included. All policies and procedures are subject to change at any time as approved by the University.

## **VI. ATTACHMENTS**

- A. Policy Development Flowchart
- B. Policy Process Map

# Policy Process Flowchart





# Idaho State University

## ISUPP POLICY MAP

| Implementation Steps  | Progress | Notes  | By Whom & With Whom | Target Date | Complete |
|-----------------------|----------|--|---------------------|-------------|----------|
| Research              |          | Review of all peer institutions, all Idaho colleges/universities, State Board of Education |                     |             |          |
| Rough Draft           |          | Incorporate research   |                     |             |          |
| Review with           |          | Discuss needs and concerns   |                     |             |          |
| Review/Revise         |          |  |                     |             |          |
| Comment Period        |          |  |                     |             |          |
| Loop Back             |          |  |                     |             |          |
| Elected Body Approval |          |  |                     |             |          |
| Admin Council         |          |  |                     |             |          |
| President's Signature |          |  |                     |             |          |
|                       |          |  |                     |             |          |

Follow Up: