

# RADFORD UNIVERSITY

<b>Policy Title: University Policy Management Policy</b>	<b>Effective Date: 2/28/2013</b>
<b>Policy Number: GEN-PO-1000</b>	<b>Date of Last Review: 3/11/2020</b>
<b>Oversight Department: Office of Policy Compliance</b>	<b>Next Review Date: 3/1/2023</b>

## 1. PURPOSE

The *University Policy Management Policy* for Radford University (University) establishes requirements for the issuance, review, approval, and publication of University policies and procedures. These requirements also provide for ongoing review and revision of existing University policies.

## 2. APPLICABILITY

The *University Policy Management Policy* applies to all University policies and to all University divisions, departments, offices, and staff responsible for creating and maintaining such policies.

## 3. DEFINITIONS

**Divisional/Departmental Policies and Procedures:** Policies and procedures which impact only one University division or department. These policies and procedures meet the unique needs of, and are communicated and enforced by, a division or department of the University.

**Division Head:** President, Provost, or applicable Vice President.

**Leadership Council:** A group appointed by the President and including, but not limited to, members of the President's Cabinet, academic deans, and the Director of Athletics.

**Minor Revisions:** Minor revisions are those changes that do not significantly alter the scope or application of an existing policy. Examples of minor revisions include, but are not limited to, clarifying language, title changes for departments or positions, spelling corrections, grammatical/editorial corrections, and format changes.

**Office of Policy and Tax Compliance (Policy Office):** The office specifically designated to collect, review, retain, number, catalog, and distribute both new and revised University policies.

**Policy:** Statement of management philosophy and general rule, established to provide direction and assistance to the University community, as applicable, in the conduct of University affairs.

**President's Cabinet:** A group comprised of members of University executive management as designated by the President.

**Procedure:** Statement that outlines specific actions to be taken to conform to established policies and allowing for the orderly implementation of those policies.

**University Community:** For the purposes of this policy, all persons who are University employees, students, contractors, applicants, volunteers, and visitors, including invited guests.

**University Policies:** Policies which affect more than one University division and/or have a broad and significant impact upon the University community.

#### 4. POLICY

- A. University policies fall within a greater hierarchy of laws, statutes, and regulations. The Board of Visitors has been authorized by the Commonwealth of Virginia to govern Radford University (see Code of Virginia § 23.1-1300 et seq., 2102, 2104).
- B. The Board of Visitors, in the Board Bylaws, has delegated much of the authority to manage the University to the President, who serves as the agent of the Board and as the Chief Executive Officer of the University. As part of that management, the President, in conjunction with the President's Cabinet, will direct the development and implementation of University policies.
- C. University policies will be documented and communicated to the University community in a consistent format as defined in this policy.
- D. University policies will be developed, where applicable, to ensure compliance with federal, state, and local laws and regulations.
- E. All newly developed University policies will be presented to the President's Cabinet for review and approval.
- F. Where required by legislation, or otherwise deemed appropriate, certain University policies will be reviewed and approved by the Board of Visitors in addition to approval by the President's Cabinet.
- G. All existing University policies which undergo more than minor revision will also be presented to the President's Cabinet and, if applicable, the Board of Visitors for review and approval.
- H. Revisions that only affect the procedures section within a University policy may be approved by the respective division head by coordinating such revisions with the Policy Office.
- I. Existing University policies that predate this policy will remain in effect and will be revised, when needed, in accordance with this policy.
- J. Divisional/departmental policies and procedures, although under the purview of the University President, will not be submitted to the President's Cabinet for review and approval. Any required approvals of divisional/departmental policies and procedures will be at the discretion of the respective division head. Divisional/departmental policies and procedures must not be inconsistent with approved University policies. Any such policies or procedures that are contrary to University policies will be considered void.
- K. University policies which require a legal review will be presented to the Virginia Office of the Attorney General. This review will be coordinated by the Policy Office.
- L. The Policy Office's website will be the official repository for all University policies. In order to maintain an organized system of change control and consistent application campus-wide, division and department websites must not contain separate copies of University policies.

Instead, division and department websites must use hyperlinks to the applicable University policies on the Policy Office website.

- M.** The President may approve exceptions to any University policy when it is deemed to be in the best interest of the University, with the exception of matters prescribed by federal or state law or those policies that require approval of the Board of Visitors.

## **5. PROCEDURES**

### **A. Classification and Structure**

- 1.** Each University policy will be assigned one of the following sequential classification numbers:

• General	GEN	1000 – 1099
• Academic Affairs	AA	1100 – 1199
• Finance and Administration	FA	1200 – 1299
• Student Affairs	SA	1300 – 1399
• Human Resources	HR	1400 – 1499
• Information Technology	IT	1500 – 1599
• University Advancement	ADV	1600 – 1699
• University Relations	UR	1700 – 1799
• Intercollegiate Athletics	ATH	1800 – 1899

New classifications and blocks of policy numbers may be created to accommodate growth of primary divisions, a need for distinct policy identifications, or when the policies exceed the designated range of numbers

- 2.** In addition to the classification and policy number, each University policy will include the following:
- Policy title
  - Oversight department
  - Effective date of the policy
  - Date of last review
  - Next review date

### **B. Development**

- Using the University defined template for University policies, divisions and/or departments will develop drafts of new, or revise existing, University policies within their purview.
- The development of **new** University policies must be supported by the respective division head. Drafts of new University policies must be forwarded to the Policy Office with documentary evidence of the respective division head's support.
- The Policy Office will review new or revised University policies with the following guidelines in mind, as appropriate:
  - Best practices for the relevant operation
  - New or existing laws and regulations

- c. Existing University policies and policies of other institutions of higher education
  - d. Use of the current template and formats
4. When a new or revised University policy is received, the Policy Office will recommend revisions to the draft University policy based upon the guidelines above and will coordinate with the division or department to discuss and resolve any recommended revisions.
  5. When recommended revisions have been resolved, the Policy Office will submit the draft University policy to the Office of Audit and Advisory Services for review. If revisions are recommended, the Policy Office will notify the division or department and will coordinate incorporating the revisions into the draft University policy.
  6. The Policy Office will then assign a classification and policy number, if the draft University policy is new, and will create a clean draft for submission to the respective division head. If the draft is for a revised University policy, both a clean draft and a draft with tracked changes will be provided if practicable.
  7. The division head will submit the draft University policy to the President's Cabinet for review. Once submitted to the President's Cabinet, Cabinet members may solicit feedback from appropriate staff in each of their respective divisions or areas. Any feedback received will be incorporated into the draft University policy, as appropriate, by the Policy Office. The revised draft will be presented to and discussed by the Leadership Council followed by formal approval by the President's Cabinet.
  8. The Policy Office will send a clean draft of the University policy to the Office of the Attorney General (OAG) for review as appropriate. Upon receiving comments or suggested changes from the OAG, the Policy Office will coordinate with the division head or designee to incorporate appropriate changes to the draft University policy. The Policy Office will provide the division head with a final draft of the University policy for presentation to the President's Cabinet and, as appropriate, a copy of the draft with marked changes resulting from the OAG review.
  9. The division head will then resubmit the final draft(s) of the University policy to the President's Cabinet for approval. If the draft policy also requires approval by the Board of Visitors, upon approval by the Cabinet, the division head will coordinate submission of the draft policy to the Board of Visitors for approval through the appropriate committee of the Board.
  10. Once the President's Cabinet and, if applicable, the Board of Visitors has approved the draft University policy, the University President will sign and date the approved policy. The President's Office will send the signed policy to the Policy Office.

**C. Implementation**

1. Upon receiving the signed policy, the Policy Office will prepare the policy for posting on the Policy Office website without signatures. The Policy Office will maintain files that contain signed original University policies and pertinent backup materials applicable to the development of each policy.

2. The Policy Office will assist the division head and/or department in preparing information to be communicated to the University community by University Relations to announce the new or revised University policy. This communication may be sent via the RU-Announce listserv, myRU, other University publication, email message, or memorandum.

#### **D. Reviews**

1. Divisions and departments are responsible for monitoring “next review dates” for the University policies for which they are assigned oversight responsibility, and for ensuring such policies are appropriately reviewed and revised as necessary. Such reviews must be coordinated with the Policy Office.
2. Scheduled reviews of University policies will occur at 3 year intervals unless a more frequent review is required by regulation or requested by the division head or the President’s Cabinet.
3. For revisions that only affect the procedures section within a University policy, a draft of the proposed procedural revisions must be sent to the Policy Office for review. The Policy Office will review the procedural revisions and coordinate with the division head and/or department to finalize the revisions and document appropriate approval.

#### **6. EXCLUSIONS**

None

#### **7. APPENDICES**

**Appendix:**        [University Policy Template](#)

#### **8. REFERENCES**

[Code of Virginia, § 23.1-1300 et seq.](#), “Governing Boards of Public Institutions of Higher Education.”

[Code of Virginia, § 23.1-2102](#), “Powers and duties.”

[Code of Virginia, § 23.1-2104](#), “Authority to establish Radford

#### **9. INTERPRETATION**

The authority to interpret this policy rests with the President of the University and the President’s Cabinet.

#### **10. APPROVAL AND REVISIONS**

The President of the University and the President’s Cabinet have approval authority over this policy and all subsequent revisions.

The President’s Cabinet approved the first version of the *University Policy Management Policy and Procedure* unanimously on February 28, 2013, and the president signed the policy on March 4, 2013.

The policy was revised and reformatted to the revised University policy template. The revised policy was presented to and discussed by the Leadership Council on December 1, 2016, approved by the President’s Cabinet on January 6, 2017, and signed by the President on January 10, 2017.

The *University Policy Management Policy* was reviewed by the Policy Office in March 2020. Only minor editorial revisions were made to the policy. As only minor editorial changes were made, the revised policy was signed by the Vice President for Finance and Administration & Chief Financial Officer on March 12, 2020.

**For general information concerning University policies, contact the [Office of Policy Compliance](#) – (540) 831-5794. For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.**