



OLD DOMINION UNIVERSITY

University Policy

Policy #1001

DEVELOPMENT, APPROVAL AND MAINTENANCE OF UNIVERSITY POLICY

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: October 9, 2008

A. PURPOSE

This policy defines the process for developing, reviewing, approving, and maintaining all University policies.

B. AUTHORITY

All 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 Old Dominion University (See Code of Virginia section 23-49.17; 23-9.2:3.). The Board of Visitors appoints the President of the University who is responsible to the Board for the operation of the University.

The policies of Old Dominion University fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Visitors policies
- 4. University policies**
5. Guidebook/Handbook-Faculty Handbook, Classified Employee Guidebook & Student Handbook
6. Divisional policies and procedures
7. Departmental policies and procedures

In the event of a conflict between different levels, in 1 through 7 above, the lower numerical heading shall take precedence over the higher numerical heading.

C. DEFINITIONS

Board of Visitors Policy is policy reviewed and approved by the Board of Visitors and falls into five categories, namely:

1. Policy that governs the Board of Visitors or interaction with the Board.
2. Policy that is designated by the General Assembly, Executive Branch or some other governmental entity as an item that must have the approval of the Board of Visitors.
3. Policy that ensures basic rights and obligations to constituencies within the University which include, but are not limited to, faculty, employees and students.
4. Policy governing the award of degrees, emeritus/emeriti designation, recognition of related corporations, and naming.
5. Policy generated directly by the Board of Visitors or a member thereof.

University Policy applies broadly throughout the University and pertains to more than one division of the University. University Policy requires the President's review and approval and falls into three categories, namely:

1. Policy that enhances the mission of the University.
2. Policy that ensures compliance with applicable laws, rules and regulations.
3. Policy that promotes operational effectiveness and efficiencies and reduces institutional risk.

Procedure:

A statement that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies.

University Policy Impact Statement:

A document that describes the need and justification for a newly proposed University Policy or revisions to existing University Policy.

University Policy Template:

A required policy format developed to ensure consistency. Use of the template facilitates the adoption of clear, concise and uniform University Policies.

Executive Policy Review Committee (EPRC):

A committee comprised of all University Vice Presidents. This group is charged with approving the policy impact statement, assigning a Responsible Oversight Executive, suggesting members for a Policy Formulation Committee (PFC), and recommending approval of University Policies to the President.

Policy Review Committee (PRC):

A standing committee appointed by the President, comprised of individuals from across the University that participates in the review of all proposed University policies and revisions.

Policy Formulation Committees (PFC):

These committees are assigned by the Responsible Officer, and are specific to a Policy Impact Statement and comprised of a sufficient number of technical, editorial and subject matter experts to adequately formulate the policies. These committees are charged with writing clear and understandable University policies that utilize the required University Policy Template. After completion of the draft policy, the PFC is responsible for facilitating a 30-day comment period, which allows for feedback from affected University community members.

Policy Manager:

An individual appointed by the President to maintain, publish and notify the campus community of all approved and revised University Policies.

Responsible Oversight Executive:

The designated member of the EPRC that is assigned to a specific policy. This Vice President oversees its development process and acts as the EPRC contact.

Responsible Officer:

The responsible officer is assigned by the Responsible Oversight Executive to administer the policy. This individual is responsible for keeping the policy up to date and coordinating a detailed review at least once every 5 years.

Policy History:

The policy history addresses details regarding the initial approval and subsequent revisions. The details document all language changes and periodic reviews that do not require any revisions.

D. SCOPE

University policies and procedures are applicable to all members of the University community, unless a specific policy states otherwise. Matters pertaining only to the internal procedures of a given department or office are not considered to be within the scope of this policy.

E. POLICY STATEMENT

Old Dominion University formally approves, promulgates in a consistent format, and centrally maintains all University Policies. All parties responsible for writing, updating and distributing University Policies must comply with the conditions and procedures that are outlined in this policy. This document defines a University Policy, explains the University Policy Template, outlines the steps for formulating, approving, issuing, and amending policies and describes the roles of the various policy committees, the Policy Manager and the President. All University Policies require the President's approval.

F. PROCEDURES**1. The University policy creation and revision process is as follows:**

When the need for a newly developed or revised policy is identified, the University policy process begins with the development of a University Policy Impact Statement. This statement is submitted to the Executive Policy Review Committee (EPRC) for their review and approval through the Policy Manager. If approved, the EPRC designates the Responsible Oversight Executive, who then assigns a Responsible Officer to the draft policy. The EPRC also suggests members for a Policy Formulation Committee (PFC). However, there may be times when only one individual is assigned as the committee. The Responsible Officer delivers the University Policy Impact Statement to the PFC, after assigning the committee member(s).

The PFC is typically comprised of technical, editorial and subject matter experts to adequately formulate the policies. This committee is charged with writing a clear and understandable University policy that utilizes the required University Policy Template

and addresses the University Policy Impact Statement. After completion of the draft policy, the PFC is responsible for facilitating a required 30-day comment period, which allows for feedback from affected University community members. The PFC will revise the draft policy based on the feedback, if needed.

After successful completion of the comment period, the draft policy is then approved by the PFC and authorized by the Responsible Officer's signature. The Responsible Officer delivers the draft policy to the PRC (through the Chair) to be reviewed at their next scheduled meeting. The PRC is responsible for reviewing the draft policy for proper template completion and ensuring that the draft policy is clear and understandable. The draft policy is then signed by the PRC, Chair and forwarded to the Policy Manager, who delivers it to the EPRC.

At their next scheduled meeting, the EPRC is responsible for reviewing and recommending the policy for the President's approval. The EPRC's approval is indicated by the Responsible Oversight Executive's signature.

Once the President approves the policy, it is forwarded to the Policy Manager in order for the policy history section to be completed. The policy history includes the approval date, as well as revision and review history. The Policy Manager then posts the University policy to the policy website and is responsible for the proper notification to the University community of the new or revised University policy. The Policy Manager is responsible for maintaining all original policy documents for archiving purposes. All University policies will be reviewed, at least once every five (5) years.

The authority to interpret any University policy rests with the President.

2. The Interim University policy process is as follows:

The President may adopt interim University policies, waive or temporarily alter any policy to meet legal or operational requirements as needs arise, without utilizing the procedures outlined in this policy. Interim policies will have an expiration date that provides time for full consideration in accordance with this policy.

G. RESPONSIBLE OFFICER

Policy Review Committee (PRC), Chair

H. RELATED INFORMATION

University Policy Impact Statement Template

University Policy Template

University Policy Management Flowchart

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

Responsible Officer Signature

Date

Policy Review Committee (PRC) Approval to Proceed:

Policy Review Committee (PRC),
Chair Signature

Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

Responsible Oversight Executive Signature

Date

Presidential Approval:

Acting President

Date

Policy Revision Dates:

Scheduled Review Date: October 10, 2013