POLICY & PROCEDURE DOCUMENT

NUMBER: 0.0004

SECTION: University & Presidential Policies

TITLE: Policy on Policies: Development, Revision, Repeal, and Oversight of
                  University Policies and Procedures

DATE: November 8, 2010

REVISION: November 30, 2010, March 21, 2011, June 27, 2011, February 12, 2024

Authorized: Dr. Timothy C. Caboni, President

I. Purpose and Scope

University Policies are formal policies and procedures at Western Kentucky University that effect all divisions of the University. WKU uses a standard policy format and a uniform review and approval process for University Policies to improve communication, promote administrative consistency and efficiency, and ensure compliance with pertinent state and federal laws as well as state and regional accreditation requirements.

This "Policy on Policies" governs the development and oversight of all formal University Policies. Individuals and units on all campuses must follow the procedures outlined in this Policy regarding the approval of new University Policies or the revision or repeal of existing policies.

II. Policy

A. Oversight

1. University Policy Records

   a. The Western Kentucky University Policies and Procedures Repository contains all current policies for WKU.

   b. The Policies and Procedures Repository is published in electronic format only by the President's Office and is available online at www.wku.edu/policies. This online repository contains all official, University-approved versions of University Policies.

   c. If there is a discrepancy between a unit version of a policy and the version housed in the Policies and Procedures Repository, the version in the electronic Policies and Procedures Repository at www.wku.edu/policies will be considered the official version. Units may not have separate websites with duplicate versions of policies. All unit websites and paper documents should reference the policies available in the Policies and Procedures Repository.

1

2. Administrative Responsibility for University Policies

    a. University Policies in the Policies and Procedures Repository are organized by administrative division. Each University division leader is a member of the President's Cabinet and is considered the "Responsible Officer" for the development and implementation of that administrative division's University Policies.

    b. A list of Responsible Officers for University Policies is attached as Appendix 1.

3. Numbering System for University Policies

All policies shall be identified by a number of the form D.XYZV, where:

D	represents the university division (see Appendix 1)
X, Y, Z	represent numbers chosen by the responsible officer
V	represents a version number that is incremented with each revision, rolling over, such that the version after 9 is 0.

B. Required Approval Process

1. The members of the President's Cabinet oversee the preparation and review of new, revised, and repealed University Policies.

2. All University Policies must be approved by the President and, where determined appropriate by the President, by the WKU Board of Regents.

3. Draft new policies, substantially revised policies and policies recommended for repeal should be distributed, as appropriate (see III.A.1), to the University community for review and comment prior to final approval. Requests for final approval should include a statement describing the extent to which the draft new policies or those recommended for substantial revision or repeal have been made available to the University community for comment during the development process.

C. Related Publications

1. Faculty Handbook

Policies and procedures relating to faculty may be separately maintained and distributed in the Faculty Handbook. The Faculty Senate, in conjunction with the Provost, is responsible for ensuring that the Faculty Handbook is revised to reflect newly approved university policies within one year of each policy's approval.

D. University Policy Maintenance and Periodic Review

1. Responsible Officers must ensure that the division's University Policies are up to date and revised when necessary to reflect current practice and/or procedures. Each University Policy will be reviewed by the originating unit at least every five years and revised as necessary.

2. *Policy Archive*. The President's Office will maintain a policy archive containing all known copies of University Policies, including repealed policies and previous versions of policies.

III. Procedure

A. New, Substantially Revised or Repealed University Policies

1. In the case of new policies, the Responsible Officer will first confirm with President's Cabinet that the proposed policy falls within their division.

2. Draft new policies and those recommended for substantial revision or repeal must be developed and fully vetted within the pertinent administrative division. The President's Cabinet will also determine which bodies should, at a minimum, be consulted by the Responsible Officer in the formulation of the policy. The requirement for consultation with a particular body may be invoked by any member of the President's Cabinet. Policies under Academic Affairs will be presented to the Faculty Senate and to the Council of Academic Deans for review and comment. All draft new policies must be formatted to conform to the standard template attached as Appendix 2. A description of any revisions should be included in the Reason for Revision section when appropriate.

3. The Responsible Officer will distribute the policy within the University Community, including at a minimum the bodies identified in III.A.2, for advice and comment.

4. The Responsible Officer will finalize the policy and submit it to the President for approval, along with a consolidated summary of the input from the consulted bodies, a summary of any revisions based on this input, and documents signed by appropriate representatives of each body consulted, attesting to the extent to which that group is in concurrence with the final draft of the policy. At the discretion of the President, the proposed policy may be referred to the President's Cabinet for review and comment.

5. For policies requiring approval of the Board of Regents, the President or President's designee, will present the policy to the Board of Regents for approval. The determination of whether a policy requires approval by the Board of Regents shall be made by the President.

6. The Office of the President will inform the campus community of any new or substantially revised policies that have been adopted.

B. Non-Substantive Revisions

In the case of non-substantive or editorial revisions, the Responsible Officer may bring a revised version of the policy directly to the President for approval. The President will determine if the proposed revision is indeed non-substantive or will refer the Responsible Officer to III.A.2, as appropriate. Further approval by the Board of Regents will be solicited as necessary.

C. Updating the Repository of Policies

The Office of the President shall update the content of the repository of policies described in II.A.1.b within one week of the approval of any new, amended, or repealed policy.

IV. Reasons for Revision

<u>11-30-10</u>
A non-substantive revision to this policy included the numbering system.

<u>03-21-11</u>
Change of "six months" to "one year" in II.C and the addition of the requirement to inform in III.A.6

<u>06-27-11</u>
Non-WKU Policies were added to the purview of the document.

<u>01-03-24</u>
Non-substantive changes were made as a result of five-year policy review in accordance with Section II.D.1. of this Policy. The changes made included updates to titles for departments, committees, and positions, and the correction of grammatical and typographical errors.

POLICY 0.0001: APPENDIX 1

UNIVERSITY POLICY RESPONSIBLE OFFICER LIST

0	General University	President or General Counsel
1	Academic Affairs	Provost & Vice President for Academic Affairs
2	Research	Associate Provost for Research and Graduate Education
3	Business and Finance	Exec. Vice President for Strategy, Operations and Finance
4	Human Resources	Exec. Vice President for Strategy, Operations and Finance
5	Information Technology	Exec. Vice President for Strategy, Operations, and Finance
6	Student Affairs	Vice President of Enrollment and Student Experience
7	Philanthropy	Vice President for Philanthropy and Alumni Engagement and Alumni Engagement
8	Legislative & Public Affairs	President or General Counsel
9	Facilities, Campus Services, & Construction	Chief Facilities Officer
10	Athletics	Athletics Director

POLICY 0.0001: APPENDIX 2
UNIVERSITY POLICY TEMPLATE (1" margins; Arial 11-point font)
All new policies and those revised after September 1, 2023, shall use justified margins.

POLICY & PROCEDURE DOCUMENT

NUMBER: X.###Y (X = division; Y = version number)

DIVISION:

TITLE:

DATE: XXXX XX, XXXX

REVISED: XXXX XX, XXXX [if applicable]

AUTHORIZED : XXXXXXXXXX

I. Purpose and Scope

[introduction or preamble]

II. Policy

A. XXXXXXX

1. XXXXXXX

  a. xxxxxxxx

  b. xxxxxxxx

2. XXXXXXX

B. XXXXXXX

III. Procedure

A. XXXXXXX

1. XXXXXXX

  a. xxxxxxxx

  b. xxxxxxxx

2. XXXXXXX

B. XXXXXXX

1. XXXXXXX

IV. Related Policies

See also:

[list any related policies or manuals]

V. Reason for Revision

[if applicable]

Appendices

[if applicable; identify each appendix numerically, i.e., Appendix 1]