



Policy number: 101
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SECTION I. PURPOSE

is has been in motion and the per unit of the university has not been a member of the St. Thomas community. This Policy Management Policy

- a universal, transparent, revisional lines
- clarifies which university policies require approval of the St. Thomas president
- sets forth the president's delegation of authority to design, develop, and administer the president's direct approval of these policies; and
- to all members of the St. Thomas community in connection with the development, approval, maintenance, revision and withdrawal of university policies.

This policy is intended to assure that university policies are and accessible to all members of the St. Thomas community who are covered by or responsible for interpreting and enforcing the policies; are clearly drafted and meet the policy objectives described in Section III below; and are developed in a manner that is consistent with the principles of shared governance and transparency.

SECTION II. SCOPE AND APPLICABILITY

This policy governs the development, approval, maintenance, and revision of university policies. The expectations set forth in this policy apply to all St. Thomas students and employees (faculty, staff and student workers).

SECTION III

When used in this policy, the following terms have the following meanings:

- A **policy** articulates for persons covered by the policy. Policies are different from **procedures** or **processes**, which are statements or workflows providing for the implementation of a policy, or other regulatory requirements.
- A **university policy** is any policy approved by the St. Thomas board of trustees, president or other governing organization to whom the president has delegated policy approval authority.

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- c. A **policy owner** is the position or unit responsible for the content and currency of a university policy for implementation and maintenance of the policy and revisions, and for assuring there is appropriate training and communication about them also in operation on a basis. Every university policy has a policy owner.
- d. **Unit** means a college, school, division, department, office or similar unit within the organizational structure of the university.

SECTION IV. POLICY APPROVAL AUTHORITY

Consistent with the St. Thomas Board of Trustees, the president has sole authority to approve university policies (including policy revisions and withdrawals), unless the board of trustees has policy approval authority to employees as the president deems appropriate. Other St. Thomas

The president hereby retains or delegates policy approval authority as set forth in this Section. The president retains authority to require review or withdrawal of university policies approved pursuant to delegated authority,

... policies that are not described... direct approval, unless the president delegates more when an authority with an

Policy Category	Description	Authority
Institutional Policies	(faculty, staff and student union) regardless of unit, that do not fall into another category below*	President (subject to the authority of the board of trustees)
Employee Policies	Policies that apply only (faculty, staff and student union) regardless of unit and that do not govern areas of primary faculty responsibility as set forth in the Faculty Handbook*	President (subject to the authority of the board of trustees)
Staff Policies	Policies that apply only to staff employees, regardless of unit govern areas of primary faculty responsibility as set forth in the Faculty Handbook*	President

Faculty Documented standards and expectations with primary faculty responsibility respect to these

Policy Category	Description	
	Policies that apply only to a particular unit, or to persons served by a particular unit, including that unit's operational responsibilities or for providing, enrolling or receiving services from...	direct management responsibility for the policy
Student Policies	Policies that apply only to students in their capacity, and that do not govern areas of primary faculty responsibility...	President's cabinet member with the most direct management responsibility for the policy
Student Worker Policies	Policies that apply only to student workers, regardless of unit and that do not apply to other university employees	officer

* Certain policies may also apply to visitors and/or trustees of St. Thomas, depending on the subject matter of the policy.

SECTION 401.02 REVISION AND WITHDRAWAL

A. Regular Process

For approval of university policies, the process specified in **Appendix A**. The process is coordinated by the **UPAC**, a committee of the university comprising the general counsel (who serves as chair of the UPAC); the Faculty Nominations and Elections Committee; and the vice president for student affairs or designee.

The development, revision and withdrawal of university policies that do not require the president's approval are not required to follow the process in **Appendix A**, and the authorized approver may specify a process at the approver's discretion (which may include a consultation with the faculty). Policy owners who undertake the development or revision of university policies that do not require the president's approval are strongly encouraged to consult with the Office of General Counsel early in the process to ensure that the proposed policy, revision or withdrawal does not conflict with established university policies. The Office of General Counsel

B. Fast-Track Process

From time to time, university policies may be revised or withdrawn through other

non-substantive

loyee and staff

to areas of primary faculty responsibility as set forth in the Faculty Handbook, such changes must be made in accordance with the Faculty Handbook.

In some situations, such as in a campus emergency or upon substantial sudden changes in the university's operations or government or legal mandate, it may be necessary to rapidly establish, modify or withdraw a university policy. In such cases, at the president's discretion and as permitted,

following consultation only with the Office of General Counsel. Other steps in the policy management process specified in **Appendix A** will be followed to extent consistent with Unit provide input prior to implementation will have the opportunity to do so after implementation. The

SECTION VI. POLICY DEVELOPMENT, CONTENT AND FORMAT

University shall ensure that the development and creation of these policies by the various units shall be done in a manner that does not subject St. Thomas to operational, financial, legal, reputational or other risks that the university is unable to manage.

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priorities.

The content of university policies is expected to reflect these objectives. To ensure this and that approved persons can easily identify and understand the university policies that apply to them, all policy must:

Indicate the department

Identify the policy owner;

Clearly identify the persons covered by the policy;

Clearly articulate the operational directions and behavioral expectations established by the policy;

Be consistent with the St. Thomas policies and procedures which are established by the university.

frequently associated with

In addition, university policies that are subject to the president's oversight must follow a consistent format as set forth in the Faculty Handbook.

Unit

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SECTION VII. POLICY PUBLICATION AND ACCESS

All university policies subject to the president's approval, along with any related procedures and FAQs, must be published in an electronic format in the University Policy Repository maintained by the Office of General Counsel. The most current version of university policies must be published electronically either in the University Policy Repository or at another accessible location (university intranet, shared drive or shared university system) that is readily searchable and accessible by (a) all persons to whom the policy applies and their supervisors, (b) the Department of Human Resources, (c) the Office of General Counsel, and (d) members of the UPAC. This assures that all persons covered by the policy, including St. Thomas employees whose responsibilities include the interpretation, enforcement and/or modification of the policy, can easily find and access them.

Policies that have been superseded or withdrawn must be removed from publication or identified as no longer in effect. Access to university policies may be password-protected.

All units of the university must ensure that all published policies and procedures reflect the most current version of the policy. Accordingly, units may not duplicate, summarize or excerpt policies on a webpage, in college or school handbooks, or in another electronic location. Instead, units may refer to the policy as titled and contained in the University Policy Repository. Exceptions may be granted on a limited basis due to the nature of the situation and circumstances at the discretion of the General Counsel.¹

SECTION VIII. POLICY MAINTENANCE

University policies must be reviewed on a regular basis, generally no less frequently than every three years, to assure the policy continues to be current and effective. Policy owners are responsible for

review schedule for institu... and policies contained in the

¹ Cases where the policy owner is unable to access the repository will have a hard copy of the policy placed in a secure location and a link to the repository will be provided to the policy owner.

