

Overview

Rowan University has developed policies, consistent with State laws and regulations, to strengthen and define University practices and provide employees with a valuable reference source. The Policy on University Wide Policies has been developed to establish the format in which policies are formulated, approved, issued and amended. Pursuant to N.J.S.A. 18A:64-8 all official University policies are to be approved by the President and comply with the conditions that are outlined in this document.

Policy Statement

This policy will formally establish guidelines and provide a consistent, standardized format for promulgating and developing University policies.

All University Policies are to follow a standard format, which includes:

- An Overview Statement that identifies what the policy is and why it was developed.
- A Policy Statement that briefly explains when the policy is applied, states any major restrictions and summarizes responsibilities.
- A Header stating division, number and title of policy and the date the policy was approved or revised.
- The department responsible for addressing questions and concerns.
- Other appropriate sections as needed.
- Any forms and or exhibits, if needed, for further clarification.

University policies are to be reviewed periodically to ensure information is kept current. Policies are to be made available to the University community via the Web with appropriate links. A copy of all previously approved and current policies are to be housed in the Library Archives. A hard copy of all current University Policies is also available in the Office of the Vice President for Administration and Finance.

The President, and as appropriate with Board of Trustees consultation, must approve all University Policies.

Definitions

A University Policy...

- Has broad application throughout the university.
- Enhances the University's mission, promotes operational efficiencies and reduces institutional risks.
- Ensures compliance with applicable laws and regulations.

Cabinet Member - President, Provost, Vice Presidents, Executive Director of Budget, Executive Assistant to the President, and Director of University Relations

Responsible Office - department/office within initiating division

Formulating and Approving a Policy

In an ever-changing environment, the need for a new University Policy may arise. A new policy or a significant policy change may be initiated at various levels. However, this new policy must fall within the authority of the respective Cabinet Member and follow appropriate steps for final approval. Academic Affairs policies will flow through faculty, deans and/or senate.

Each Cabinet Member is responsible for the development of policies in his/her respective division under established policy guidelines. The cabinet member designates one of his/her divisional departments and/or offices as the responsible office to develop, administer, review and update new and existing policies as they pertain to that specific office and respective division in cooperation with the University Community.

Under the direction of the Cabinet Member, the designated office is responsible for formulating the proposed university policy within established guidelines. The designated office should develop the preliminary policy draft following a review process appropriate to the subject matter to assure adequate input has been received from the University Senate and other University constituencies/groups as appropriate. All proposed policies are to be reviewed so they do not conflict with any existing University Policy.

The Cabinet Member then provides the proposed draft to Cabinet for discussion and comment in the next step of the editorial process. The Cabinet will then share the draft with their divisional departments/offices and the University Senate for final comment(s). All comments are to be forwarded to the respective Cabinet Member.

The responsible office then incorporates approved revisions and prepares the final draft. The respective Cabinet Member submits final draft with approval form for approval by the President.

Interim Policy

The President and Cabinet Members are empowered to issue interim policies in situations where a University policy must be established in a time period too short to permit the complete review process.

An Interim Policy must be made final following standard procedures outlined above and issued in standard format within one year.

Responsibilities

President - final approval authority

Cabinet - reviews proposed policy draft for content and recommends any necessary changes. Distributes to their respective department/offices for comments. Provides comments to appropriate Cabinet Member.

Cabinet Member - identifies need for a university policy. Reviews draft policy so as not to conflict with any existing University Policy and has needed changes made. Designates responsible office to administer approved policy.

Responsible Office

- works with appropriate offices to formulate a draft policy under established guidelines,
- ensures adequate input has been received, there is no conflict with existing policies, and forwards proposed draft to appropriate Cabinet Member,
- promulgates, maintains, updates and archives all standardized University Policies under the guidance of the respective Cabinet Member,
- establishes and maintains appropriate documentation in support of the policy.
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Issuing the Policy

Once the policy is approved, it is dated and made available to the University community via the Web, a hard copy is forwarded to the Office of the Vice President for Administration and Finance and the Library Archives.