1.0 PURPOSE

This policy describes the process, structure, and requirements for policy creation, revision and deletion for Weber State University (the “University”), in an effort to provide clarity, efficiency, continuity, transparency, and coordination of policies. Policy-making should be guided by the values of communication, mutual trust, and respect for all University constituents, in accordance with principles of shared governance and in compliance with state law and Utah Board of Higher Education policy.

2.0 REFERENCES

2.1 PPM 1-9, Administrative Bodies
2.2 PPM 1-13, Faculty Senate Constitution and Bylaws
2.3 PPM 3-38b, Staff Advisory Council
2.4 PPM 6-22, Student Code
2.5 Utah Board of Higher Education R220
2.6 Utah Code Ann. § 53B-2-106

3.0 DEFINITIONS

3.1 Responsible Office – The position or office designated as the contact official for a policy, to serve as a resource to provide information regarding the background, purpose, and requirements of the policy. The employee or office is responsible for maintaining the policy for accuracy and relevance. The Responsible Office will typically be a position or office reporting to the President or a Vice President, but may be any other position or office to whom the President or a Vice President has delegated such authority for a specified area of University operations. Each policy created or revised after the implementation of this policy shall be assigned a Responsible Office, approved by the President. Notation of the Responsible Office shall be included in the PPM.

3.2 Policy Proposal – A recommendation to create, revise, or delete a policy in the PPM.

3.3 Policy Sponsor - The President or Vice Presidents. A Policy Sponsor may designate another individual to assume responsibilities only in their absence or as permitted herein.
3.4 Policies and Procedures Manual (“PPM”) – The compilation of all University level policies in one location made available to the public.

3.5 Substantive revision - Changes to policies that alter the intent, scope, meaning, or applicability of a University policy.

3.6 Supplementary documents - Appendices, schedules, or other procedural documents.

3.7 University Entities – Faculty Senate, Staff Advisory Council, and WSUSA.

4.0 POLICY

4.1 General

4.1.1 All University policies are subordinate to State of Utah statutes and the State Board of Regents policies. They are created under the authority of the Board of Trustees and the President. They supersede all previous University policies and procedures, and take precedence over any executive memoranda, rules, or procedures not adopted in the PPM. This policy applies to the creation, revision, or deletion of all University policies after the enactment of this policy and supersedes all other University policies, except as specified herein. All policies in the PPM are binding on university employees, students, and persons visiting or using University facilities or resources.

4.1.2 The President shall create or designate an office of the University to act as the Policy Office, which shall be responsible for obligations identified in this policy or other duties as assigned by the President. The Policy Office will do the following:

- Compile and maintain all University policies in the PPM, which shall be made publicly available.
- Maintain an archive of University policy revisions.
- Facilitate compliance with this policy, including tracking of review and approval requirements outlined in this policy, creating checklists, templates, or forms that may be required to be used, and working to make the policy process accessible.
- Review all policies prior to approval by the President in order to make recommendations regarding consistency with other policies, conformance with formatting and style standards of the University, or other pertinent recommendations.

4.2 Policy Sponsor Stage
Any University faculty, staff, or student may make recommendations regarding University policies to a Policy Sponsor.

If the Policy Sponsor supports the recommendation, the Policy Sponsor must submit notice to the Policy Office, on forms created by that office, so that the Policy Office may facilitate tracking of policy creation and review, provide templates, and otherwise assist in coordination efforts. The Policy Sponsor is responsible for identifying and engaging interested stakeholders who should provide input or take part in the drafting of the Policy Proposal. In instances where the Policy Sponsor seeks input from one of the University Entities, the Policy Sponsor should consult with the executive body of the respective University Entity regarding selection of a representative member.

Once a Policy Sponsor deems the Policy Proposal ready to move forward, the Policy Sponsor, or designee, must present the Policy Proposal to the University Entities as identified in Section 4.3, as applicable. Upon receipt of the Policy Proposal, the applicable University Entity identified in Section 4.3 must allow the Policy Sponsor to present the policy at the next scheduled meeting of that body, unless a different meeting is requested by the Policy Sponsor.

All new policies or revisions must be presented in the format created and made available by the Policy Office prior to being sent to the President for approval.

For all new policies, or policies without a currently assigned Policy Owner, the Policy Proposal must include a recommended Responsible Office.

Policy Proposals must contain the policy in its entirety. Policy Proposals must be clear in terms of the changes that are proposed. Policy Proposals must include strikethrough for deletion of existing language and underline of additions. Policy Proposals should include supporting documentation to aid individuals and entities reviewing the Policy Proposal. An executive summary of the proposal must accompany the proposal.

The Policy Sponsor, or designee, should be prepared to discuss the background of, justification for, and likely impact of the Policy Proposal.

Prior to being submitted for the approval of the President and before being submitted for the approval of the Board of Trustees, University Legal Counsel shall review all Policy Proposals for legal concerns. University Legal Counsel may be consulted at any time in the process.

4.3 University Entity Review Stage
4.3.1 **General.** Except as outlined in Sections 4.8 (Expedited Review) and 4.9 (Interim Emergency Approval Process), Policy Proposals must go through the review process described in this Section 4.3 prior to presenting it to the President for approval. The Policy Sponsor or the President may add additional internal approval authorities other than those required in this Section 4.3. Policy Sponsors may recommend additional approval authorities. The President may require Policy Proposals be sent to any additional review committees or entities as information items. Any review described in this Section 4.3 may run concurrently.

4.3.2 **Faculty Review**

4.3.2.1 Faculty Senate shall formulate policies described in PPM 1-13, Article C-II., 2.1.1 through 2.1.8. Policy Sponsors may recommend Policy Proposals that effect policies in those areas, which must go through the process described in Section 4.3.2.5.

4.3.2.2 The policies that are included within the scope of PPM 1-13, Article C-II, 2.1.1 through 2.1.8 shall be as designated in Appendix A to this policy. The President shall approve any proposed changes to Appendix A after review with the Provost and the Chair of the Faculty Senate, with at least 45 calendar days for those individuals to provide feedback. Changes may include determining when new policies should be included in Appendix A.

4.3.2.3 Faculty Senate may recommend changes to other policies, particularly those described in PPM 1-13, Article C-II, 2.1.10 through 2.1.13.

4.3.2.4 After Faculty Senate formulates or recommends a Policy Proposal, the Chair of the Faculty Senate, or designee, must submit the Policy Proposal to the Provost, who will share them with other University Entities for review, as applicable, in accordance with Sections 4.3.3, 4.3.4, and 4.3.5 prior to presenting it to the President for approval in accordance with Section 4.4.

4.3.2.5 When a Policy Sponsor, or designee, brings a Policy Proposal to Faculty Senate that is included in Appendix A, the Policy Sponsor, or designee, must present the Policy Proposal to Faculty Executive Committee. Faculty Executive Committee may engage its committees reviewing Policy Proposals, but action must be taken by Faculty Senate within 45 calendar days of the Policy Proposal being presented to Faculty Executive Committee, unless an extension is made by the Policy Sponsor. Action by Faculty Senate may be to support the Policy Proposal, provide conditional
support subject to specific amendments, or not support the Policy Proposal with description of the reasons. In the event a Policy Proposal is not supported by the Faculty Senate, the lack of support and reasons therefore must be reported to the President and the Board of Trustees as they consider final approval. Failure of Faculty Senate to take an action within the timeframe will be deemed an approval of the Policy Proposal. A Policy Sponsor may withdraw a Policy Proposal at any time.

4.3.3 Staff Review

All Policy Proposals affecting policies described in Section 3 of the PPM Manual must be presented for the information of the Staff Advisory Council, which body may make recommendations to the Policy Sponsor regarding any such policy within 45 calendar days of its presentation to Staff Advisory Council.

4.3.4 Student Review

Amendments to the Student Code must follow the process outlined in PPM 6-22, Student Code.

4.3.5 General Review

4.3.5.1 Notwithstanding the specific reviews described in Sections 4.3.2, 4.3.3 and 4.3.4, the Policy Sponsor must provide notice of every Policy Proposal, and must make the Policy Proposal accessible, to all University Entities prior to the Policy Sponsor presenting the Policy Proposal to the President for approval. University Entities must have at least 30 calendar days from the time the Policy Proposal is submitted to the University Entities to provide feedback. The Policy Sponsor must provide the President all written feedback given by those University Entities prior to approving a policy.

4.3.5.2 All Policy Proposals must be made accessible for faculty, staff, and students to review and comment for a period of at least seven calendar days before the Policy Proposal may be approved by the President. The Policy Office will facilitate a method by which those individuals can submit comments regarding the Policy Proposal to the University during that time. The President must review all feedback provided prior to approving a policy.

4.4 President Approval Process

4.4.1 After a Policy Proposal has gone through an appropriate approval process described herein, the Policy Sponsor must present the Policy Proposal to
the President. The President must review the Policy Proposal, taking into consideration factors such as content, need, conflict with existing policies, and any comments submitted. The President must consult with the Vice Presidents, the Chair of the Faculty Senate, the Chair of the Staff Advisory Council, and may consult with others for advice or recommendations regarding approval of Policy Proposals. After reviewing the Policy Proposal, the President may:

- approve the Policy Proposal for recommendation to the Board of Trustees;
- make revisions to the Policy Proposal prior to approving a policy for recommendation to the Board of Trustees; the Board of Trustees must be notified of any substantive revisions made to a Policy Proposal after it has gone through the approval process identified in Section 4.3, as applicable;
- remand the Policy Proposal to the Policy Sponsor and to an appropriate stage of the approval process with recommendations for further review or development; or
- dismiss the Policy Proposal, with reasons identified for dismissal.

4.4.2 Where a new policy has non-substantive implications for other policies, the Policy Office may make those revisions that are not substantive to other policies without going through a review process described herein.

4.4.3 A record of all decision regarding Policy Proposals shall be kept by the Policy Office.

4.5 Board of Trustees Approval Process

4.5.1 Policy Proposals approved by the President shall be submitted to the Board of Trustees for review and approval no later than at their next regularly scheduled meeting. The Board of Trustees reviews policies in accordance with the Bylaws of the Board of Trustees. The Board of Trustees must approve or disapprove of Policy Proposals.

4.5.2 If the Board of Trustees disapproves a Policy Proposal that would likely be approved with non-substantive revisions, the President, or designee, may make the non-substantive revisions and request approval of the revised policy.

4.5.3 If the Board of Trustees disapproves a Policy Proposal that would likely be approved with substantive revisions, the Board of Trustees may provide such advice and counsel to the President. Any substantive revisions recommended by the Board of Trustees must go through the applicable review process.
4.5.4 The actions of the Board of Trustees will be recorded in the minutes of the meetings of that body.

4.6 Post Approval Process

4.6.1 New policies and revisions to policies go into effect immediately upon approval by the Board of Trustees, unless another enactment date is otherwise expressly approved by the Board of Trustees.

4.6.2 Once a Policy Proposal has been approved by the Board of Trustees, the Policy Office shall notify faculty, staff, and students in a timely fashion of any changes to policy. Notification may take place by posting to a designated University webpage or another webpage where public notices are generally given.

4.6.3 The Policy Office shall update policies in the PPM, which shall be posted online, and keep a record of all past policies in an archive that will be made available to the public upon request. If required by the Board of Regents, a copy of the new or revised policy shall be sent to the Board of Regents.

4.7 Expedited Review

4.7.1 The expedited review process is appropriate for Policy Proposals which do not contain substantive revisions of existing University policies.

4.7.2 Expedited Policy Proposals must follow the process outlined in Sections 4.4, 4.5, and 4.6. The President may add additional approval authorities, as deemed appropriate. Vice Presidents may recommend additional approval authorities. The President may require Policy Proposals be sent to review committees or entities as information items.

4.7.3 Notwithstanding anything herein, the Policy Office is authorized to make corrections, eg. fix typos or incorrect references, revise formatting, rectify oversights, or make similar editorial revisions at any time without further approval.

4.8 Interim Emergency Approval Process

4.8.1 The interim emergency approval process is reserved for circumstances under which the President deems the Policy Proposal to be crucial and must be processed in a shorter time period than is possible through the regular review process. Policy Proposals related to tenure and rank and PPM 1-13 may not be processed in the interim emergency approval process, unless the President determines there is a necessary legal requirement to do so.
4.8.2 Interim emergency Policy Proposals need not go through the regular review processes described in Sections 4.3 or 4.4. However, the Vice Presidents, the Chair of the Faculty Senate, and the Chair of the Staff Advisory Council must have at least five business days to review the policy and provide feedback to the President prior to the President approving a temporary emergency Policy Proposal. All feedback or concerns must be recorded and made available upon request by any interested party. Interim emergency policies go into effect immediately, but the Board of Trustees must have an opportunity to review the policy at the next regular Board of Trustees meeting. The regular review process described in Sections 4.3 and 4.4 must be engaged at the next reasonable opportunity.

4.8.3 Interim emergency policies remain in effect for a specified period of time not to exceed one year and cannot be renewed without going through the regular review process. Such policies shall clearly be identified as interim policies with an expiration date posted on the policy. If a policy is suspended under the interim emergency policy process, the policy shall continue to be included in the PPM manual but identified as suspended with an expiration date for the suspension.

4.9 Miscellaneous

4.9.1 Policies may include reference to, or have attached to them, supplementary documents. Supplementary documents must be consistent with the letter and intent of the policy. Changes to supplementary documents do not need to go through the formal policy approval process unless required by language in the policy. Supplementary documents must be approved by the Vice President with authority over the area, subject to review and revision by the President.

4.9.2 Academic and administrative units may promulgate procedures to implement University Policies as well as school or unit-level rules or procedures, provided these rules or procedures are consistent with the letter and intent of the policy.

4.9.3 Individual exceptions to policies may be made on a case-by-case basis with the approval of the President in consultation with the Vice President with authority over the area and University Legal Counsel, unless otherwise specified in the policy. Approval of such exceptions shall be documented and kept on file in the President’s office.

4.9.4 Except for the time frame established in Section 4.8, time frames for review processes are suspended on the last day of spring semester and will resume the first day of fall semester. The time frames for review processes established herein supersede any other time frames established in other University policies.
4.9.5 Oversights or departures from this policy shall not negate policy approval by any approving body. However, upon discovery of any material departure, the Board of Trustees or President shall review the departure and take steps to correct or seek appropriate ratification of the departure, as needed.

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