



Roosevelt University

Formation and Issuance of University Policies

Policy 1.4

Responsible Executive: Chief of Staff

Originally Issued: September, 12, 2007

Revised: month, day, year

Effective date: September 12, 2007

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Policy Statement

University policies are intended to connect the University’s mission to individual conduct, clarify institutional expectations, support compliance with laws and regulations, mitigate institutional risk, and enhance productivity and the efficiency of operations.

A University policy must be broadly applicable; enable the University to comply with regulation, reduce risk, enhance the mission, or improve operational efficiency; and mandate action or constraints.

Roosevelt University formally approves, issues, and maintains in a consistent format, official University policies in a central policy library. Individuals engaged in developing and maintain University policies must follow the requirements and procedures outlined in this document for drafting, approving, and revising University policies.

Members of the University community may propose a policy through division vice presidents. All proposed policies must be sponsored by a member of the President’s Executive Council and have the endorsement of the President’s Executive Council and approval of the Provost and Executive Vice President and the President.

Reason for Policy

University policies must be thoroughly reviewed, maintained, and made available to the University Community to promote efficient operations, compliance with regulations and accountability.

Entities Affected by this Policy

All units of the University

Web Address

www.roosevelt.edu/xxxxx

Related Documents

None

Implementation

Proposing a Policy Policy is employed to support the mission of the University and its individual units. Any individual or unit may identify the need for a new policy, but at least one member of the President's Executive Council must agree to sponsor its development and be accountable for the content of its principles and procedures.

Reviewing and Approving a Policy All policies must have the endorsement of the President's Executive Council. The sponsoring executive will confer with the President before placing it on the agenda of the Executive Council.

Once endorsed by the Executive Council, the sponsoring executive, the Provost and Executive Vice President, and the President must approve the policy before it may take effect.

Revising a Policy The process for proposing, reviewing, and approving an update or revision to a policy is the same as that of a new policy. The policy document will note the name, policy number, and date of updated or revised policy.

Communicating, Promulgating, and Training All policies must conform to the style presented in the appendix of this document. The President's Chief of Staff will post the new or revised policy on the University's policy website and notify the University Community of the new or revised policy through the Roosevelt Broadcast News.

The responsible executive will establish compliance measures

through the establishment of normal business practices that support the implementation of the policy.

The responsible executive will collaborate with the Human Resources Department and the Provost and Executive Vice President to arrange any needed training of University personnel or students.

Online Resources and Forms

url of template

Appendix: Policy Template



Roosevelt University

Policy Name

Policy 1.1

Responsible Executive: t

Originally Issued: month, day, year

Revised: month,day,year

Effective date: month, day, year

Contents (if more than three pages)

Policy Statement

State the requirements or provisions of this policy, but not the implementation procedures.

Reason for Policy

Describe the issue or the policy will address and cite legal or regulatory reasons for the policy (if any).

Entities Affected by this Policy

List the specific University units that are affected by the policy. Often this is “All units of the University.”

Web Address

To be completed by the President’s Chief of Staff.

Related Documents

List related University policy documents, other University documents, and external documents that provide relevant information.

Implementation

Describe the procedures necessary for developing guidelines to ensure compliance with the policy. Often this will simply direct the responsible executive to develop procedures and report regularly to the President.

Online Resources and Forms

List the Web address of any forms or other online resources that are required for compliance with the policy.

Recommended by:

Name of executive sponsor
Title of executive sponsor

Date

Approved by:

Pamela Trotman Reid
Provost and Executive Vice President

Date

Charles R. Middleton
President

Date

Appendices

Provide additional material that is helpful for the implementation of the policy.