



RU Policy No. 1.4

Responsible Division: Chief of Staff to the President

Originally Issued: 09/2007

Last Revised: 08/2017

Revised Effective Date: 08/2017

Policy on Formation and Issuance of University Policies

Policy Statement

University policies are intended to connect the University’s mission to individual conduct, to clarify institutional expectations, to support compliance with laws and regulations, to mitigate institutional risk, and to enhance the productivity and efficiency of operations. To that end, this Policy on Formation and Issuance of University Policies (“Policy”) sets forth the requirements for drafting, approving, and revising policies at Roosevelt University.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the term “Employee” as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

The term “Division” means any of the following offices: the President, Academic Affairs, Finance and Administration, Marketing and Communication, Human Resources, Information Technology, Institutional Advancement, Enrollment Management and Student Affairs, and Auditorium Theatre of Roosevelt University. A “Subdivision” is a group of departments within a Division; for Academic Affairs, a College is considered to be a Subdivision. For example, Enrollment Management and Student Affairs is a Division; Enrollment is a Subdivision.

Policy

It is the intention of Roosevelt University to approve, issue, and revise all policies in a consistent format through use of the Roosevelt University Policy Template (RU Form No. 1.4F), and to maintain such policies in a central policy library. Individuals who develop,

revise, and maintain policies at the University must follow the requirements and procedures outlined in this Policy.

There shall be two categories of policies: (1) policies that shall be implemented or substantively revised only with the approval of the President's Executive Council ("Executive Council Policies"); and (2) policies that shall be implemented or substantively revised by the Responsible Division, with only notification to the President's Executive Council ("Responsible Division Policies"). A policy shall be an Executive Council Policy if (i) the subject matter of the policy is germane to the mission and vision of the University, or (ii) the implementation of the policy requires the input and enforcement of two or more Divisions of the University (*e.g.*, a residence hall policy that requires coordination with both Campus Security and Student Affairs), or (iii) is required by federal, state, or local law. Any policy that is not an Executive Council Policy shall be a Responsible Division Policy.

The development and **substantive** revision of policies shall follow the following process:

1. Any individual 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 ("Sponsoring Executive").
2. Review existing policies to ensure that one covering the same subject matter does not already exist. If one does exist, following the procedures below for revising an existing policy.
3. The person proposing the policy and the Sponsoring Executive (if they are different people) shall work together to draft or revise the policy ("Proposed Policy") on RU Form No. 1.4 (Roosevelt University Policy Template).
4. The Sponsoring Executive shall then send the Proposed Policy to the President's Chief of Staff and General Counsel for review. If any changes are proposed, they shall be discussed with the Sponsoring Executive.
5. The Sponsoring Executive must work with the President's Chief of Staff to obtain the President's approval before placing the Proposed Policy on the agenda of the Executive Council. The deadline for placing the Proposed Policy on the agenda shall be subject to the rules and procedure of the Executive Council.
6. If the Proposed Policy is placed on the agenda, the Sponsoring Executive shall present it at the meeting. Then:

- a. For Executive Council Policies: The Sponsoring Executive shall solicit the Executive Council's endorsement of the policy. If the Proposed Policy is endorsed by a majority vote of the Executive Council, the Sponsoring Executive, the President, and the Provost and Executive Vice President must all approve the policy before it may take effect.
 - b. For Responsible Division Policies: The Sponsoring Executive shall notify the Executive Council of the upcoming implementation of the Proposed Policy. The President or Provost and Executive Vice President may veto the implementation of a Responsible Division Policy.
7. Once the Proposed Policy is approved, the President's Chief of Staff will post it on the University's policy webpage and notify the University community of the new or revised policy through the Roosevelt Broadcast.
8. The Responsible Executive shall collaborate with the offices of Academic Affairs, Human Resources, and General Counsel to arrange any necessary training of students or Employees.

Entities Affected by this Policy

All Departments of the University.

Related Documents

Roosevelt University Policy Template (RU Form No. 1.4).

Implementation

The Chief of Staff of the President shall have the authority to revise this Policy, subject to the approval of the President's Executive Council. The Chief of Staff of the President shall also have the authority to establish any procedures necessary to implement this Policy.