

TITLE: MUW Policy Statement System

ORIGINATOR: Original PS1000 Committee

APPROVAL DATE: April 19, 2021

EFFECTIVE DATE: April 19, 2021

PURPOSE: To standardize the development, distribution, revision, and/or cancellation of university policies and procedures

SEE ALSO:

REVIEWER: Administrative Council

REVIEW DATE: Every 5 years

OPERATING DETAILS:

SECTION 1: INITIATION OF POLICY STATEMENTS:

- 1.01 Any faculty, staff, administrative personnel, student, unit or organization may propose new policy statements or the review or cancellation of current policy statements.

SECTION 2: POLICY STATEMENT FORMAT

- 2.1 The following must be included in each policy statement:

Title: A brief, descriptive name which clearly identifies the subject.

Originator: Originating person/body of the policy statement.

Approval Date: The date the policy statement was approved.

Effective Date: The date the policy statement goes into effect.

Purpose: A brief statement explaining what is to be accomplished by the policy statement. The purpose should begin with the word To and usually will be to set or to define guidelines or criteria for a particular subject.

See Also: reference any applicable IHL Policy; SACS Policy; Federal Law; State of MS Law

Reviewer and Review Date: Who reviews the policy statement and when it should be reviewed.

- 2.2 All policy statements will be consistent with federal and state law, rules and regulations of the Board of Trustees, and accreditation

standards. Policy statements will be written in clear, concise English and sufficiently detailed to provide complete instructions.

- 2.3 All policy statements must be stamped DRAFT and dated until approved. A policy statement transmittal sheet must be attached to all drafts.
- 2.4 The word "Revised" will be added to the bottom of page one of any approved policy statement, and revision dates will be noted chronologically.

SECTION 3: INITIAL REVIEW OF PROPOSED POLICY STATEMENTS

- 3.1 Proposed policy statements must conform to the approved format established by this policy. The proposed policy statement must be accompanied by an approved transmittal sheet from the President's Cabinet member who holds responsibility for the unit and submitted electronically to the Chair of the Administrative Council at least ten calendar days prior to the scheduled meeting. For purposes of policy review, the chair of the Administrative Council is the CAO. The Chair will electronically distribute proposals to Council members at least seven (7) calendar days prior to the meeting. Council members must provide their own copies of the proposed policy during Council meetings.
- 3.2 Upon acceptance of the proposed policy statement, Administrative Council will inform the campus community that the proposed policy statement is available for review and comment by posting a **notice** in a manner to ensure the widest possible electronic dissemination. This initiates a 60-calendar day review process. The Policy Statement Coordinator will post the proposed policy on the University Web page established for campus review.
- 3.3 If the proposed policy statement is not accepted by Administrative Council, it will be returned to the appropriate President's Cabinet member.
- 3.4 No proposal may be accepted from May 1 through August 31. However, should exigent circumstances arise, such as meeting accreditation standards, the President may activate the review process.
- 3.5 Within the 60 calendar day period, each reviewing body as identified on the transmittal sheet will review the proposed policy statement and then submit one of the following recommendations: approval, approval pending recommended changes, or disapproval with written rationale to the chair of the Administrative Council.

The Administrative Council must forward the transmittal sheet, the Original proposed policy with consolidated comments and recommendations from the review bodies, and the **final** proposed policy within 30 calendar days to the President. The recording secretary of Administrative Council will prepare the final copy.

- 3.6 The President shall review and render a decision (**approved, conditional approval with recommended changes, disapproved with written rationale**) within 30 calendar days from receipt of the proposed policy statement. If the President approves and signs the proposed policy statement as submitted, it will be forwarded to the Policy Statement Coordinator for distribution and posting on the University Web page.

If the President **conditionally approves** the proposed policy statement **with recommended changes**, the policy statement is returned to the Administrative Council, which upon receipt shall incorporate the recommended changes for resubmission to the review bodies identified. The originator will then be notified. The review bodies will proceed to review the conditionally approved policy under the procedures set forth in section 3.02.

If the President **does not approve** the proposed policy statement, notification with written rationale will be provided to the Administrative Council, which will notify the originator.

The campus community will be notified of all Policy Statement actions.

SECTION 4: INDEXING AND NUMBERING OF APPROVED POLICY STATEMENTS

- 4.01 The indexing and numbering system will be maintained by the Policy Statement Coordinator.

SECTION 5: DISTRIBUTION OF APPROVED POLICY STATEMENTS

- 5.1 Numbering, distribution, and maintenance of policy statements will be the responsibility of the Policy Statement Coordinator.
- 5.2 Policy statement folders are available for public review and will be housed in the Office of Academic Affairs.

SECTION 6: SCHEDULED REVIEW OF EXISTING POLICY STATEMENTS

- 6.1 All policy statement reviews must be initiated on or before the review date specified on page one of the policy statement.

- 6.2 The Policy Statement Coordinator will maintain a calendar of review dates. Each month the designated reviewer (as stated in each policy statement) and the campus community will be notified of upcoming reviews.
- 6.3 Within 30 calendar days the Policy Statement Coordinator will verify that the policy statement has been reviewed and (1) there are no recommended changes, or (2) changes have been recommended and the procedure for review of the changes has begun.
- 6.4 If there is no response after 30 days, the policy will be forwarded to the President's Cabinet for immediate action.
- 6.5 Dates of revisions will be noted on the bottom of page 1 of the policy statement. Review dates, where no changes have been made, will be noted at the end of the policy statement.

SECTION 7: CANCELLATION OF AN EXISTING POLICY STATEMENT

- 7.01 A memorandum must be submitted to the Administrative Council with rationale for cancellation of an existing policy statement. This initiates the review process as noted in Section 3.