

<b>Section:</b>	Governance and Legal
<b>Policy Name:</b>	<b>Policy Development and Management</b>
<b>Policy Number:</b>	13 - XXXX
<b>Policy Owner:</b>	General Counsel
<b>Responsible University Office:</b>	Office of General Counsel
<b>Origination Date:</b>	March 20, 2018
<b>Effective Date:</b>	March 20, 2018
<b>Date(s) of Prior Revisions:</b>	n/a
<b>Review Schedule:</b>	As Needed
<b>Last Reviewed:</b>	n/a
<b>Authority:</b>	n/a

## I. SCOPE OF POLICY

A. This policy serves to ensure that all University policies:

1. Are effectively communicated and easily accessible;
2. Are appropriately reviewed and approved prior to implementation
3. Are internally consistent;
4. Are written in comprehensible terms; and
5. Comply with applicable legal standards.

B. University policies support the University's mission by establishing clear and well understood standards for individual conduct, institutional expectations, promoting compliance with law, mitigating risk, and supporting productivity. All faculty, staff, students, third parties, and visitors to campus are expected to comply with University policies. University policies shall be kept current and made available in a timely manner.

## II. DEFINITIONS:

As used in this Policy Development and Management Policy, the following terms shall have the meanings indicated below:

A. "University policy" or "policy" means an official, written University directive that:

1. Establishes expectations for the conduct of members of the University community or the conduct of University business;
2. Applies broadly throughout the University to all departments, colleges, and units;
3. Furthers the University's mission, reduces institutional risk, promotes operational efficiency, and helps achieve compliance with applicable legal standards;
4. Has been reviewed and approved by the appropriate University governing body or its designee; and
5. Is sponsored by at least one University officer, who serves as the "policy owner" and is primarily responsible for the policy's implementation and enforcement.

As used in this Policy Development and Management Policy, the term "University policy" or "policy" does NOT include:

1. Board of Trustees' Bylaws, resolutions, or operating procedures.
2. Procedures, guidelines or protocol that govern internal operations for an individual University department or unit.

B. "Responsible University Office" is the University office, department, or unit responsible for sponsoring, implementing, enforcing, oversight and answering inquiries about a University policy. The responsible University office may also be responsible for monitoring the effectiveness of and ensuring compliance with a University policy.

C. "Policy owner" means the University officer, director, unit head, or other person who manages or directs the Responsible University Office.

D. The "University of La Verne Administrative Policy Manual" means a compilation of current University policies, which will be available via the University's website.

### III. POLICY STATEMENT

All University policies shall be developed, approved and published in accordance with the standards outlined in this policy and included in the University of La Verne Administrative Policy Manual.

#### IV. POLICY STANDARDS AND PROCEDURES

##### A. General Standards.

1. All University policies shall be:
  - a) Formatted in a manner consistent with the formatting template in the appendix to this Policy Development and Management Policy;
  - b) Included in the University of La Verne Administrative Policy Manual according to the classification process described in Section IV.B. of this Policy Development and Management Policy;
  - c) Published online by the Responsible University Office; and
  - d) Included in any available University online policy repository.
2. Many other important department, college and unit rules, standards or guidelines are useful and important, but are not subject to this policy because they do not have University-wide applicability. Nevertheless, they should be clearly written and easily accessible to affected members of the University community. The formatting template also provides a good starting point for drafting and formatting those matters.
3. Every University policy must include the name of at least one policy owner. It is the policy owner's responsibility to designate the appropriate Responsible University Office charged with oversight, implementation and enforcement of the policy.
4. A University policy should be written in a clear and concise manner. It should contain sufficient information on the subject without being excessive in length or complexity.
5. The University reserves the right to amend, revise, delete, or add a policy at any time in order to meet the needs of the University community, in order to comply with law, or for any other reason the University may determine to be justified as a business necessity. Nothing in this Policy Development and Management Policy diminishes or interferes with the ultimate right of the University's Board of Trustees to adopt, rescind, modify, amend, or replace any University policy.



B. Classification of Policies. All University policies must be classified and housed in one of the following sections of the University of La Verne Administrative Policy Manual:

- Section 1: Academic Policies (including Financial Aid)
- Section 2: Advancement and Alumni Relations
- Section 3: Athletics (Intercollegiate and Intramural)
- Section 4: Campus Safety, Security and Transportation
- Section 5: Facilities and Real Estate
- Section 6: Faculty Affairs
- Section 7: Financial and Business Services
- Section 8: Governance and Legal
- Section 9: Human Resources
- Section 10: Information Technologies and Data Security
- Section 11: Research, Sponsored Program, Technology Transfer, and Intellectual Property
- Section 12: Risk Management, Health and Safety
- Section 13: Student Affairs and Services
- Section 14: General Policies

C. Procedures for Review and Approval of Policies.

1. Any individual or unit may identify the need for a new policy, but at least one University officer must agree to serve as the policy owner and be accountable for a policy's implementation, oversight, and enforcement.
2. The policy owner is responsible in the first instance for developing a draft policy or revising a current policy in consultation with key stakeholders. If the reason for the policy is not apparent, the first draft should be accompanied by an explanatory memorandum addressing the necessity for the policy, as well as if and how it affects an existing policy. At any time in the drafting process, the Office of General Counsel (OGC) is available for consultation.

3. The policy owner will ensure that the draft policy is shared with the Office of Human Resources and OGC, which will review the proposed policy for form and legal sufficiency and make recommendations for necessary revisions to the policy owner. It is OGC's responsibility to ensure consistency, clarity, and legal sufficiency. It is the policy owner's responsibility to ensure that the policy is correct and sound in substance, grammar and formatting.
4. A new policy, substantive revision of an existing policy, or rescission of an existing policy requires the approval of the President's Executive Cabinet (PEC).
5. If the General Counsel and the policy owner are in agreement that a proposed revision of an existing policy is minor in nature so as not to substantively change existing policy, then approval of the PEC is not required.
6. The policy owner or designee is responsible for presenting the proposed new, revised, or rescission of a policy to the PEC for review and approval. This responsibility includes:
  - a. circulating a copy of the proposed new or revised policy and any explanation or background material deemed appropriate with adequate time to allow the PEC to disseminate the draft to their respective units for review and feedback; and
  - b. communicating with the President's Office for inclusion on the PEC agenda
7. Members of the PEC are responsible for disseminating the proposed new, revised, or rescission of a policy to personnel in their respective units for review and feedback, including input on how the proposal may affect the operations of each unit.
8. Following approval by the PEC:
  - a) The policy owner shall ensure that the written policy is finalized to reflect the terms as approved, as well as the date and manner of approval.

- b) The policy owner shall ensure that the approved final version of the policy is forwarded to OGC for inclusion in the University of La Verne Administrative Policy Manual.
- c) The policy owner shall ensure that the policy is appropriately announced and communicated to the University community and published online by the Responsible University Office.
- d) OGC shall ensure that the policy is included in the University of La Verne Administrative Policy Manual and included in any available University online policy repository.
- e) Members of the PEC shall ensure that appropriate personnel in their respective units are made aware of the policy requirements and receive necessary training for implementation and enforcement.

D. Periodic Review and Revision of Policies.

1. Each Responsible University Office shall review policies for which it is responsible in accordance with the specified review scheduled, or if none, periodically to determine whether a policy requires revision, replacement, or rescission because of a change in applicable law, business process or other circumstances.

2. A Responsible University Office may deem it appropriate to rescind an existing policy or consolidate two or more policies. Such changes should be discussed in advance with the policy owner and OGC and must be approved in accordance with Section IV.C of this policy.

Date of Approval: 3-20-18

Approved by:

- ☐ Board of Trustees
- ☒ President's Executive Cabinet
- ☐ President
- ☐ Other: \_\_\_\_\_

Audience:

- ☒ Public
- ☐ University Community Only
- ☐ Department Only: \_\_\_\_\_

**University of La Verne**  
**Policy Development and Management Policy**  
Appendix: Policy Formatting Template

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I. SCOPE OF POLICY

II. DEFINITIONS

III. POLICY STATEMENT

IV. POLICY STANDARDS AND PROCEDURES

Date of Approval: \_\_\_\_**[Not Applicable – Sample Only]** \_\_\_\_

Approved by:

- ☐ Board of Trustees
- ☐ President's Executive Cabinet
- ☐ President
- ☐ Other: \_\_\_\_\_

Audience:

- ☐ Public
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