



# DEVELOPMENT, REVIEW & REVISION OF UNIVERSITY POLICIES

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## I. NEW UNIVERSITY POLICIES

### A. Development

1. A University department, unit or office will initiate the development of a new policy by first contacting the University Policy Manager in writing with the following information: (1) a Policy Impact Statement, setting forth the reason for the policy and its potential impact on the University community; and (2) the name and contact information of the Responsible Office. The Policy Manager will determine the suitability of the proposed policy, considering applicable laws, regulations, state guidelines and other University policies based upon advice of University Counsel and senior University leadership.
2. If appropriate, the Responsible Office and the Policy Manager will establish a Policy Task Force to assist in the drafting of the new policy, and whose membership will include representatives from potential stakeholder offices and/or subject matter experts among the University community. The Policy Manager will consult with the leadership of the Faculty Senate and Staff Senate when forming the Policy Task Force. For new policies that contemplate major process changes, the Policy Manager will also consult the Chairperson of the University Process Improvement Committee (UPIC) when devising the Policy Task Force.
3. The Responsible Office will prepare an initial draft of the policy, conforming to the requirements of the [University Policy Template](#). The proposed draft will be forwarded to the Policy Manager for initial review and comment. The Policy Manager will assign a number to the new policy. The Responsible Office will consider the comments of the Policy Manager in updating the draft.
4. If a Policy Task Force is established, the Policy Manager will forward the working draft to the Policy Task Force for review. The Policy Task Force will meet to consider the draft and to propose changes or improvements, which will be incorporated into the working draft by the Policy Manager. Substantive changes will be re-circulated to the Policy Task Force, as necessary.
5. Draft policies that contemplate major process changes will be forwarded by the Policy Manager to the following for review and comment: (1) Associate Deans; (2) Vice Presidents; (3) UPIC Chairperson; (4) Faculty Senate Chairperson; and (5) Staff Senate Chairperson. Comments will be received in a timely manner, with most initial comment periods not to

exceed 30 days, depending on the subject matter at issue. Any substantive comments received may be incorporated into the final draft of the policy.

**B. Approval**

1. Upon completion of a final draft, the Policy Manager will circulate the policy to University Counsel for legal review. The policy will then be forwarded for approval by: (1) Senior Vice President, and (2) Provost. In the case of a policy that concerns purely academic functions, only the signature of the Provost will be required.
2. If additional comments or suggestions are raised prior to approval, certain steps listed above may be repeated, as necessary.

**C. Publication**

1. Upon approval, the Policy Manager will publish an electronic copy of the policy on the University Policy website.
2. The Policy Manager will prepare a short description to be included in the weekly Mason E-Files for a period of three consecutive weeks, along with a link to the operative policy on the University Policy Website.
3. The Policy Manager will maintain the original, executed policy in a policy database.
4. The Policy Manager will send an electronic copy of the approved policy to each member of the Policy Task Force, where applicable, and to other University stakeholders for further distribution.

**II. REVIEW OF EXISTENT UNIVERSITY POLICIES**

**A. Frequency**

1. Each University policy will be reviewed, at a minimum, according to the timeline for review set forth within the text of the policy.
2. Where the relevant legal or regulatory environment has changed in such a way that an earlier review is required, the policy will be reviewed as soon as practicable upon notice of the change.
3. If the Responsible Office determines that the policy must be reviewed outside of the normal, stated timeline to improve implementation and effectiveness, the Responsible Office must contact the Policy Manager to initiate the process for review.

**B. Procedure**

1. The Responsible Office and Policy Manager will review the policy for (1) accuracy of content; (2) application to current University operations; (3) effectiveness; and (4) function and accuracy of hyperlinks and other web-based content.

2. If the Responsible Office and Policy Manager determine that additional input is required from members of the University community, they may form a Policy Task Force for purposes of the review.

**C. Documentation**

1. Where the Responsible Office and Policy Manager determine that no revision to the policy is required, the Policy Manager will update the electronic version of the policy on the University Policy website to reflect the date of most recent review, and will make a notation to the same effect on the original, executed document in the policy database.

**III. UNIVERSITY POLICY REVISIONS**

**A. Minor Revisions**

1. Minor revisions to a current University Policy may be made by the Policy Manager, after consultation with the Responsible Office, without a formal approval process. Minor revisions are limited to the following:
  - a. Additional or updated references to relevant law, regulations or policy, including hyperlinks;
  - b. Spelling or grammar errors;
  - c. Revisions to the policy name or number;
  - d. Changes or additions to attached forms;
  - e. Procedural changes that marginally impact policy implementation, but that do not affect policy substance or content;
  - f. Position/Title changes of personnel.
2. The Policy Manager will publish the revised policy per the Publication procedures in Section I.C. The revised policy will include a version number (for example, the first revision of Policy Number 1001 will become 1001.1) and the Policy Manager will make a notation on the original, executed policy regarding the date and substance of the revision(s).

**B. Substantive Revisions**

1. When a current policy requires substantive revisions, the Responsible Office and Policy Manager shall follow the steps set forth in Section I.A.2 through I.A.6.
2. The final draft of the revised policy will be circulated for approval pursuant to the procedure set forth in Section I.B. The circulated policy will include a memo with a brief summary of the changes, and a copy of the red-lined version of the policy, comparing the original to the revised draft.
3. Publication of the revised policy will follow the procedures set forth in Section I.C.