



POLICY AND PROCEDURE

TITLE:	Policy Management Policy
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POLICY STATEMENT:

Goodwin University strives to ensure consistency in policy development, approval, communication and assessment. To that end, all policies are written on the Goodwin University Policy and Procedure Template found on the University policies webpage. The approval process is documented using the Governance transmittal form, also found on the University's policies webpage. Any member of the University community may suggest a policy. The originating faculty, staff, department or committee drafts the policy and ensures that all impacted areas are consulted.

PROCEDURE DETAILS:

Development - Administration wants the entire professional staff to feel empowered to draft policies. Policy development may be initiated by any Goodwin University faculty or staff member; however, it is imperative that the University's policy template be used to ensure consistency and clarity.

Approval – While any member of the University community may suggest a policy, the originating faculty, staff, department or committee that drafts the policy must ensure that all impacted areas are consulted. Ultimately, final approval of all policies rests with the President. The approval process is documented using the Governance transmittal form found on the University's policies webpage. All policies must identify one responsible office and indicate where the policy will be published. The President's Cabinet ensures that all policies are forwarded to the Integrity Committee.

Communication – It is imperative that all faculty, staff and students are aware of the policies that impact their day-to-day functioning. This information is necessary to ensure that they are able to provide the best services to our community and are able to do so with the confidence that they are following the most up-to-date procedures. Therefore, all University -wide policies are stored on the University's policies webpage. Oversight is provided by the Provost's office in collaboration with the Integrity Committee and the Office of Institutional Effectiveness. All members of the University community are responsible for periodically reviewing and keeping their knowledge of policies and procedures current. OIE sends an annual email reminder to all responsible offices.

Assessment – The Committee on assists the University with its fair and transparent application of policies and procedures. The committee is charged with reviewing policies periodically for clarity, consistency and accuracy. Policies are reviewed annually the responsible department.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS:

Policies are statements that provide the operational framework within which the institution functions and reflect the "rules" governing the implementation of the campus processes. A policy denotes "what" the University will do.

Procedures are the operational processes required to implement a policy. A procedure describes "how" the policy will be implemented.

Policies and procedures appear as separate sections. This separation will also assist in total quality management by distinguishing University requirements from the existing body of standard practices.

Institutional policies set priorities and guidelines that must be followed with regard to academic conduct (Curriculum, Grading, etc.) and operationally (e.g., Information Technology, Human Resources, etc.) in all areas of the University.

Departmental policies set guidelines for the functioning of the department and its employees.

CONTACTS:

Office of Institutional Effectiveness
University Committee on Integrity
Director of Compliance and Title IX Coordinator

EXCLUSIONS:

Departmental policies and procedures that do not impact any other office, impact the learning outcomes of a program or course, and do not include content that will impact the University's mission or core values are not subject to this policy.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

List the departments, offices, and/or position titles (do not include a person's name) that have a direct stake in the policy. They must be consulted during the development of the new policy and before final approval by Cabinet. They must also be consulted about any revisions to the policy. This list will also be used by the Integrity Committee to ensure proper communication of policy contents.

HISTORY:

OIE Reviewed 08/30/19; OIE reviewed 05/31/17; Policy moved onto new template February 2017; Policy Template and Governance Transmittal Form Revised: 4/18/2016; Approved and Revised by the Integrity Committee: 1/131/13; Approved: 8/24/12; Policy created: 5/18/12. Reviewed August 2019. Updated with new logo / university January 2020.

EFFECTIVE DATE:	8/24/12
RESPONSIBLE OFFICE (ONLY ONE):	Institutional Effectiveness
REVIEW DATE:	Annually

APPENDIX: SEE BELOW

Appendix 1: Characteristics of Good Policies and Procedures

Good Policies

- Policies are written in clear, concise, simple language.
- Policy statements address the rule itself rather its implementation.
- Policy statements are readily available to the campus community in a central storage space that all professional staff can access.
- In addition, policy statements that are of particular interest to any one group (students, faculty, staff) should be included in the appropriate annually updated handout that the group uses for regular reference (University catalog, Student Handbook, Faculty Handbook, Administration Handbook)
- As a body, they represent a consistent, logical framework for campus action.
- They always remain clear and consistent with the University's mission and core values.

Writing Advice for Policy and Procedure Documents

- Be concise.
- Double-check facts.
- Don't include information that may be quickly outdated (e.g., names).
- If you use an acronym, spell it out the first time you use it.
- Try not to be too technical— use clear, simple language (e.g., that a new employee would understand).