

Effective Date: 8/1/2023
Previous Version: November 2020
Policy Owner: Executive Team
Approved by: President
Approval Date: 8/1/2023

UNIVERSITY POLICY ON POLICIES

I. Purpose

The purpose of this Policy on Policies is to establish a framework and set standards for the development, approval, review, revision, and withdrawal of policies within NewU University. This ensures that all policies are consistent, effective, and reflect the organization's mission, vision, objectives, and strategic priorities.

II. Scope

This Policy applies to all formal, written policies of NewU University. It does not apply to procedures, guidelines, or other types of supporting documents unless specified.

III. Definitions

1. Policy: A formal, written statement that provides guidance or rules to direct decision-making or action in a particular area.
2. Procedure: A series of steps to be followed to implement a policy.

IV. Policy Creation, Review, and Revision

1. Policy Owner: The department or unit that drafts or revises the policy.
2. Policy Development: Any department or individual seeking to propose a new policy or revise an existing one should first draft a policy proposal detailing the need, scope, and implications of the policy. Policy drafts must be evidence-based, aligned with NewU University's mission and vision, and written clearly and concisely. Where feasible, stakeholder consultation, both internal and external, should be undertaken to ensure broad input and buy-in.

3. Policy Revision: Before submitting for approval, the Policy Owner must carefully consider the implications of any revisions. Policies may be withdrawn if they become obsolete, irrelevant, or are superseded by new policies. The withdrawal of a policy requires the same level of approval as policy adoption.

V. Policy Approval

1. All policy proposals must be submitted to the most senior executive in the functional area at the core of the policy for final approval.
2. Policies that materially impact more than one functional area of the organization must be approved by the President.

VI. Policy Publication

1. All approved policies will be published on the University's official policy website.
2. The Policy Owner is responsible for communicating the policy to relevant stakeholders.
3. Any policy may be revised and the revised policy published without further notice.

VII. Policy Maintenance

1. All policies should be reviewed at a minimum every 3 (three) years.
2. The Policy Owner is responsible for initiating the review and updating the policy.
3. Each policy must contain the following header fields: a unique Policy Name, Effective Date, Previous Version date, Policy Owner, Approved by, and Approval Date.

VIII. Record Keeping

1. The President's Office will maintain a record of all approved policies, including versions, approval dates, and related documents.
2. All obsolete policies will be withdrawn and archived for historical reference.

IX. Exceptions

Any exceptions to this policy must be approved in writing by the NewU University President.

[End]