

POLICY ON POLICIES – A UNIVERSITY POLICY

This Policy on Policies is designed to establish and/or confirm a formal process for adoption of policies for governance of the University. It is designed to take into account the existing Board of Trustees authority (“specific functions”) as set forth in the University Bylaws and the need for delegation of authority to the President, and for further delegation of authority by the President to specific Vice Presidents of the University. It is therefore, an attempt to balance the policy making role between the Board and the President and between the President and the Vice Presidents.

Except for policies authored by the Board itself, the President would be the focal point for policy development. Under the proposal, all proposed policies, except those initiated by the Board or a member of the Board other than the President, will come before the Board for consideration only at the direction and with the approval of the President.

Proposed policies may be initiated at any level of the University, and processed as follows:

Policies Initiated by the Board of Trustees

Any member of the Board of Trustees may at any time propose a policy to govern activities of the University, provided such proposed policy constitutes a “specific function” of the Board of Trustees as set forth in the Bylaws of the University. See Bylaws, Article II, Section 2(B). Normally, any such proposed policy shall be referred by the Chair of the Board to the appropriate Committee of the Board for its consideration (which will include advice from the President of the University and/or other appropriate University officers) and recommendation to the full Board for action by Board Resolution.

Policies Initiated by the President

It is anticipated that most policies to govern the University’s activities, including those that are within the specific functions of the Board of Trustees, shall be proposed by the President, who is a member of the Board.

If a proposed policy, as determined by the President, constitutes a specific function of the Board as set forth in the Bylaws of the University, the President shall consult with the Chair of the Board who shall refer the proposed policy to the appropriate Committee of the Board for its consideration and recommendation to the full Board for action by Board Resolution.

If the President determines that a proposed policy initiated by the President does not constitute a specific function of the Board as set forth in the Bylaws of the University, the President shall either: (a) determine that the proposed policy is nevertheless of such significance as to suggest Board action; and if such a determination is made by the President, the proposed policy shall be referred to the Board for its consideration and determination in the manner set forth in the immediately preceding paragraph; or (b) determine that the proposed policy is important enough to suggest that the Board should be notified of the proposed policy, and if such a determination is made, provide notification of the proposed policy to the Board prior to or as soon as reasonably possible after its adoption, usually at the next scheduled meeting of

the Board; or (c) determine that the proposed policy pertains to the internal operations of the University or is essentially administrative in nature, in which case the President shall approve the proposed policy without formal action by or notice to the Board.

Policies Initiated by a Division of the University

A proposed policy that is initiated by the head of a division of the University -- normally a Provost, Executive or Senior Vice President or Vice President -- which policy does not constitute a specific function of the Board of Trustees as set forth in the Bylaws of the University, shall be submitted to the President by the head of the division for Presidential consideration. If the President determines that the proposed policy relates only or primarily to a specific division, is essentially administrative in nature and does not impact University-wide operations, he or she shall authorize the head of the division to approve the policy, but may direct the head of the division to discuss the proposed policy with the appropriate Committee of the Board prior to approval.

However, if the President, after reviewing a proposed policy submitted by a head of a division, concludes that the proposed policy either: (a) relates to a specific function of the Board; or (b) is sufficiently important that it should have Board approval or Board notification, the proposed policy shall be processed as set forth above, under the section "Policies Initiated by the President."

Role of the President's Cabinet

The President may submit any proposed policy initiated by the President to the President's Cabinet for its advice regarding the proposed policy. A division head who develops a proposed policy shall refer the proposed policy to the President's Cabinet for advice regarding the proposed policy.

Other Participants in Policy Development

Nothing in this Policy on Policies is intended to reduce or eliminate the role of institutional constituencies in the development of University policies. Shared governance is an important value in the governance process, and will continue to be operational as it has in the past. Similarly, the University is required to engage in collective negotiations with the employee representatives (unions) regarding wages, hours, benefits and other terms and conditions of employment, and if such negotiations lead to agreements, such agreements are required by University Bylaws to be ratified by the Board of Trustees. See Article II, Section (B)(14).

Notification of Approved Policy

As soon as reasonably possible after adoption or approval of a policy, publication of the policy shall be made by incorporating it in a University website dedicated to the purpose of notifying the interested public of newly adopted policies.

