

Subject: Recommended Policy on Development, Issuance, and Lifecycle of University Policies

Date: PROPOSED – 2018, May 3

The Montclair State University Senate Recommends that the Administration adopt a specified, common process for development, approval, recording and dissemination of University-wide policies. In support of the establishment of such a process, the Senate Recommends adoption of a common Policy Template. As a guide, the Senate has formulated the recommended Policy on Development, Issuance, and Lifecycle of University Policies within the proposed Template.

This Recommendation applies to University policies that: constitute official directives, with broad application throughout the University; mandate actions, requirements, or constraints; and/or establish standards of conduct for members of the University community, including the use of specific procedures.

This Recommendation does not apply to the process of collective bargaining. Nevertheless, the Senate Recommends recording the agreed results of collective bargaining within an established, common framework.

Formulation of University policies with a common template will: facilitate compliance with applicable laws and regulations; promote operational efficiency; establish delegation of authority and responsibility; reduce institutional risk; and support achievement of the mission and strategic goals of the University.

The Senate further recommends the establishment of a standing University Policy Committee composed of key stakeholders, including representatives from the University Senate, as well as division policy representatives. The University Policy Committee would:

1. communicate the existence of the template and policy lifecycle for use across the University;
2. develop a serial numbering system that provides for unambiguous identification of policies and proposed policies;
3. provide guidance on the distinctions between policies, procedures, guidelines, etc. in the administration of the University;
4. advise Vice-Presidents, division Executives, and their staffs, on the review and revision of existing policies into the standard template
5. make recommendations regarding the establishment of a central repository for all University policies