# Campus Policy Development Process *(Draft 3, July 20, 2022)*

SUNY Old Westbury policies have broad application throughout the campus and significant impact to the College if not followed. They may be developed by a department or unit or campus administration in order to express basic values of the College, ensure coordinated compliance with applicable laws and regulations, promote operational efficiencies, enhance the College's mission, and/or reduce institutional risk.

College Policies are to be developed, formatted, approved, issued and maintained in a consistent manner, with the engagement of appropriate College stakeholders, and be made available online to the broader College community in order to enhance compliance and advancement of our mission.

The College’s policy development and review process is managed by its Policy Management Oversight Committee.

**Disclaimer:** This policy does not apply to College Senate Resolutions, Old Westbury College Foundation and the Research Foundation.

Policies that are easy to find, read and understand will:

* Support the College's mission
* Achieve accountability by identifying the units responsible for policies
* Provide students, faculty and staff with clear, concise guidelines for meeting policy requirements
* Document how the institution conducts business

SUNY Old Westbury policies will be:

* Presented in a common format
* Named consistently
* Well-articulated and understandable
* Formally approved
* Maintained centrally and accessible to all interested parties
* Linked electronically to procedures for implementing the policy, where appropriate
* Shared with the campus community in a timely manner when new or revised policies are developed
* Reviewed regularly and kept current. Changes will be regularly updated on the college website.

Internal policies that apply to the operations of individual units or departments may not conflict with College-wide policy but may be more restrictive if approved through the review process described in this policy.

The College reserves the right to amend or revoke its policies at any time.

## Purpose/Scope

The purpose of this Policy is to ensure that College-wide policies and procedures extend the mission of the institution, are disseminated in accordance with a standardized process with the engagement of appropriate institutional stakeholders, and are made widely accessible to the College community.

## Applicability

This policy applies to all College-wide policies. Refer to the Roles and Responsibilities Chart

## Definitions

**Adoption, Revision, and Review Dates** — The Adoption Date is when the policy has been initially approved and is in effect, pursuant to the Campus Policy Development and Life Cycle Process outlined in this policy, and should be noted at the top of the first page of each policy document. The Revision Date is when the policy was last revised and should be noted below the Adoption Date, as well as within the History section at the end of the policy document with a description of the revision. The Review Date is when the policy was last reviewed, and should be noted below the Revision Date.

**Compliance** — Policies concerning appropriate conduct and/or compliance with the applicable with SUNY policies and state and federal law.

**Originating Unit**— Developer of a particular policy and one who is responsible for shepherding the policy through the review process.

**Originator –** An interested party (student, faculty member, staff, etc.) who identifies a need or idea for a policy to be developed or reviewed and potentially revised.

**Policy** — A statement of management philosophy and direction, established to provide guidance and assistance to the College community in the conduct of college affairs.

* A college policy:
  + Has broad application throughout the institution
  + Helps ensure compliance with applicable laws and regulations, promotes operational efficiencies, supports the institution's mission and reduces institutional risks
  + Determines actions and constraints
  + Includes specific procedures required for compliance
  + Requires PMOC review and college president approval for policy issuance and major revisions
* A school, department, office or unit policy (a policy that does not meet all of the above criteria):
  + Each SUNY Old Westbury policy is developed by a Responsible Unit under the authority of a Responsible Cabinet Member.

**Policy Management Oversight Committee (PMOC)** — The College body that oversees the College administrative policy development and review process.

**Policy Proposal Form** — A preliminary assessment document to assist the PMOC in determining the College's need for the proposed policy. If denied, the Policy Proposal Form, with reason for denial, will be archived.

**Policy Procedures / Guidelines** — Established methods and requirements for the implementation of a policy.

**Policy Review Team –** A subset of the PMOC with members assigned from the PMOC and other key areas of the institution, if needed, that manages the review and revision of previously approved policies.

**Policy Statement** — A brief statement on the front page of each College Policy document that explains the purpose and core provisions of the policy.

**Responsible Cabinet Member** — Cabinet Member of the division or area in which the Originating Unit falls, who approves the work of the Originating Unit and carries policies to the PMOC and President's Cabinet for review/approval. The Responsible Cabinet Member is accountable for maintaining policies up-to-date for their division or area.

**Stakeholders** — The College community, subject matter experts, SUNY legal counsel, Originating Unit, etc.

**Unit Policy Documentation Designee** — Administrative Assistants to the Responsible Cabinet Members, who are accountable for assisting in posting and communicating approved policies, monitoring and facilitating reviews of policies on a three-year cycle for their unit.

## Policy Procedures

### Policy Development Process

1. Precipitating factor: A need arises for a new or revised policy
2. Originator requests sponsorship from Responsible Cabinet Member
3. Responsible Cabinet Member agrees to sponsor policy
4. Originator (or a designee of the Responsible Cabinet Member) drafts/revises policy in Policy Template, with input from stakeholders, and submits to Responsible Cabinet Member for review
5. Responsible Cabinet Member reviews policy and submits to PMOC.
6. PMOC Committee reviews policy, including assignment to the PRT for review and input
7. SUNY Legal reviews policy (if needed)
8. President's Cabinet reviews policy
9. 14-Day Campus Review and Feedback (includes solicitation of input from SUNY Old Westbury Student Government, Faculty Senate, and Unions, as appropriate.
10. President approves policy
11. Policy is published and implemented

NOTE: The 14-day stakeholder review is waived when a policy is being revised with minor changes (as determined by the PMOC), or when exigent circumstances require immediate processing and implementation of a policy/revised policy for the good of the campus.

### Structure and Organization of Policies

The Policies web page lists all policies by name and category, with links to related procedures. Policies are assigned to one or more of the following categories and are searchable by Category, Topic, Name, Number, Dates, and Key Words (as indicated by the originator of the policy):

* Academic Affairs and Research – Policies that relate to teaching, research and outreach.
* Business and Financial – Policies related to accounting, budgeting, procurement, travel and other financial or business functions.
* Communications – Policies related to campus branding, social media, use of digital signage, etc.
* Conduct/Behavior – Policies, rules and related procedures involving student and employee behavior and conduct.
* Facilities – Policies related to campus construction notifications and inventory control.
* Human Resources – Policies, rules, and related procedures and information impacting working relationships with the College for all employee groups.
* Information Technology – Policies that cover systems, access, data, and related issues.
* Residential Life – Policies applicable to residential life activities and codes.
* Safety/Security – Policies concerning day-to-day campus safety, emergency conditions, and the reporting and investigation of incidents.
* Other – All policies that do not fit the above categories.

### Inconsistent Policies

No schools, departments, offices or units may adopt a policy or procedure that is inconsistent with an official College Policy without the express written approval of the PMOC or the College President. In the event of a conflict, College Policy supersedes.

## Periodic Review of College Policies

The Responsible Unit / Responsible Cabinet Member is accountable for keeping the college policies in their area current, and for the performance of periodic reviews at least once every three years, to ensure the college policies in their area comply with and reflect current laws, regulations, and practices. The PMOC will, annually in January, provide each Responsible Cabinet Member and their Administrative Assistant the list of college policies in their purview requiring review during that calendar year (approximately one third of their total policies, and must be the oldest/most outdated).

## Revisions to College Policies

College policies are to be revised using the process provided in this document. The PMOC or Responsible Cabinet Member may determine at any time that a College policy needs revision. In cases where the POC makes that determination, it is to provide guidance to the Responsible Cabinet Member regarding necessary changes. If the policy at issue does not have a clear Responsible Cabinet Member, the POC will recommend one.

## Withdrawal of College Policies

A College Policy may be withdrawn by the Responsible Cabinet Member or by the PMOC. Such withdrawal must be communicated to, and be approved by, the College President via use of the Policy Withdrawal Request Form.