

Policy on Policy Management

Summary/Purpose: The Purpose of this policy is to describe essential elements of all University Policies; to define the manner in which University Policies are maintained and published; to promote the regular review of University Policies; to require University Administrative Divisions to describe the manner in which University Policies are initiated, developed, approved, and amended; and to make clear that a departmental policy or procedure that is inconsistent with a University Policy in the Policy Directory is ineffective and unenforceable.

POLICY DEVELOPMENT AND MANAGEMENT

1. Definition of Terms.

Responsible Office: Responsible Office is the University office, department or official that is the primary contact for questions concerning the implementation and administration of a particular University Policy. The Responsible Office also assures that a particular University Policy is reviewed consistent with that University Policy's Scheduled Review. The Responsible Office is typically the office, department or official at the University that is most directly responsible for implementing and administering a particular University Policy.

University Policy: A policy or practice adopted and approved consistent with the requirements of this Policy that has broad applicability beyond the internal operating procedures of a single office, department, or division.

Administrative Divisions: The primary administrative divisions of the University, including the Office of the Chancellor, Academic Affairs, Student Affairs, Administration and Finance, Research and Sponsored Programs, and Athletics.

Policy Manager: The individual designated by the Chancellor to serve as Policy Manager will provide advice at the beginning of the policy development process. The Policy Manager will review a proposed policy and provide advice regarding whether it supports the mission of the University and is consistent with other University policies and applicable law.

2. Delegation of Policy-Making Authority.

The Board of Trustees of State Institutions of Higher Learning ("IHL") has delegated authority to the Chancellor of the University to enact certain University Policies and, where IHL approval is necessary, to initiate or recommend University Policies for IHL approval. University Policies are initiated, developed, and adopted according to the process and consistent with the requirements of this Policy.

The IHL has also authorized the Chancellor to delegate policy-making authority, in writing, to appropriate and responsible University offices. For particular types or categories of University Policies, the Chancellor may, through the adoption of an

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appropriate University Policy pursuant to this Policy, delegate to appropriate and responsible University offices or officials the authority to initiate, develop, adopt, and revise discrete categories of University Policies, and where appropriate, recommend changes to discrete categories of University Policies to the IHL for approval.

3. Maintenance and Publications of University Policies.

The University's Policy Manager shall maintain an original and the revision history of all University Policies. The Policy Manager shall work with Office of Information Technology to publish and maintain on the University's website a searchable electronic Policy Directory of all University Policies. This Policy Directory shall include a link to the Policies and Bylaws of the Board of Trustees of State Institutions of Higher Learning.

4. All University Policies To Include Certain Information.

University Policies shall include the following information, some of which may be assigned to a policy by the Policy Manager:

Policy name	Summary/Purpose of Policy
Effective Date	Related University Policies, if any
Status	Related external policies, statutes, or resources
UM Policy Code	Supersedes and revision history
Responsible Office	Definitions or terms in policy
Administrative Division	External approval, if required
People Affected	Policy Statement (as pdf attachment)

The University Policy Directory (<https://secure4.olemiss.edu/umpolicyopen/docs/pdf-format.doc>) provides a template for submitting and revising policies.

5. Development and Approval of University Policies.

Unless otherwise provided in another, more specific University Policy for the development and approval of a particular category or type of University Policy, University Policies are initiated, developed, and approved according to the following process.

- a. Policy Idea. If a member of the University community ("Proposing Member") wishes to propose a new policy or a change to an existing policy ("Policy Idea"), the Proposing Member shall submit the Policy Idea to the Responsible Office. If the Proposing Member is not certain which University office, official, or

department is the Responsible Office, then the Proposing Member shall submit the Policy Proposal to the head of the Administrative Division that the Proposing Member believes would be most directly responsible for implementing and administering the Policy Idea. When the head of an Administrative Division receives a Policy Idea, the Administrative Division head shall determine the Responsible Office for the Policy Idea.

- b. **Proposal Evaluation.** The Responsible Office shall initially determine if the Policy Idea has merit and whether to further develop and pursue the Policy Idea. The Responsible Office shall consult with the Policy Manager during the Proposal Evaluation stage of the process. If the Responsible Office determines that the Policy Idea does not have merit and should not be further developed and adopted, the Responsible Office shall report this determination to the head of the Administrative Division to which the Responsible Office reports.
- c. **Policy Development.** If the Responsible Office or the head of the Administrative Division to which the Responsible Office reports determines that the Policy Idea has merit, the Responsible Office shall develop a Policy Proposal based upon the Policy Idea. In developing a Policy Proposal, the Responsible Office shall consult with appropriate University Standing Committees, University departments, offices or officials, and University advisory or representative bodies as may be necessary to provide appropriate expertise or input from various University constituencies.
- d. **Policy Approval.** After the Responsible Office has developed the Policy Proposal, the Responsible Office shall submit the Policy Proposal to the head of the Administrative Division to which the Responsible Office reports for consideration on the policy template found at the University's Policy Directory, <https://secure4.olemiss.edu/umpolicyopen/docs/pdf-format.doc>. If the head of the Administrative Division determines that the Policy Proposal has been fully developed and is ready for consideration by the Chancellor, the Administrative Division Head may submit the Policy Proposal to the Chancellor. The Chancellor may approve the Policy Proposal, reject the Proposal, or return the Policy Proposal to the Responsible Office for additional development or consideration.
- e. **Submission of University Policies to Policy Manager.** After a policy has been approved by the Chancellor, the Administrative Division Head shall forward the University Policy on the policy template found on the University's policies webpage, <https://secure4.olemiss.edu/umpolicyopen/docs/pdf-format.doc>, to the Policy Manager, who will oversee publication and maintenance consistent with Section 2 of this Policy. In the event that external approval is required for a particular University Policy, the Administrative Division Head shall submit the University Policy to the appropriate external entity for its consideration and approval. Until external approval is received by the Administrative Head and forwarded to the Policy Manager, the Policy Manager shall publish the University Policy with its Status "pending" rather than "effective".

6. Alternative Process for Proposal, Development, and Approval of Certain Categories of University Policies.

Any University Policy that delegates the authority to propose, develop, or approve certain categories of University Policies to an appropriate University office or official shall include the following information:

- a. Definition of the discrete category of University Policies affected.
- b. The manner that one may propose an idea for a policy or change to an existing policy. For example, who may propose or suggest an idea for a new policy or a policy change? How does one propose an idea for a new policy or a policy revision?
- c. Responsible Office. To which University office or official does one propose a policy idea? Who evaluates a policy idea to determine if it has merit?
- d. Policy Development. If an idea for a new policy or policy change has merit, how and by whom is a proposed policy developed? What groups on campus may need to be consulted in developing the policy?
- e. Policy Approval. Once a proposed policy is developed, who must approve the policy before it becomes a University Policy and is forwarded to the Policy Manager for maintenance and publication?

Where a University Policy delegates discrete policy-making authority consistent with this Section 6, the specific provisions set forth in that University Policy shall apply rather than the general provisions set forth in Section 5 above.

7. Preemption of University Policies.

A University Policy in the Policy Directory supersedes and preempts inconsistent policies and procedures that are not included in the Policy Directory. To be effective, a policy must be included in the Policy Directory.

8. Regular Review of University Policies.

Before approval of any proposed University Policy, the proposed University Policy shall be assigned a Responsible Office. In most instances, the Responsible Office shall be the University office most directly responsible for implementing and administering the policy. Each University Policy shall have a regular schedule for review (“Scheduled Review”) by the Responsible Office, in conjunction with the Policy Manager, to assure that the policy remains useful and consistent with applicable federal and state laws and regulations, IHL Policies and Bylaws, and other University Policies. If the Responsible Office determines that changes to a University Policy are necessary or prudent as a part of the Scheduled Review or at any other time, the Responsible Office may propose a policy change consistent with this Policy.