



Policy number: 101
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SECTION I. PURPOSE

This policy is intended to assure that university policies are clearly drafted and meet the policy objectives described in Section III below; and are developed in a manner that is consistent with the principles of shared governance and transparency.

- articulates the purpose, intent, and objectives of the policy
- clarifies which university policies require approval of the St. Thomas president
- sets forth the president's delegation of authority to designated positions and requires the president's direct approval of those policies; and
- communicates the policy to all members of the St. Thomas community in connection with the development, approval, maintenance, revision and withdrawal of university policies.

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SECTION II. SCOPE AND APPLICABILITY

This policy governs the development, approval, maintenance, and withdrawal of university policies. The expectations set forth in this policy apply to all St. Thomas students and employees (faculty, staff and student workers).

SECTION III

When used in this policy, the following terms have the following meanings:

- A **policy** articulates the purpose, intent, and objectives of the policy. Policies are different from **procedures** or **processes**, which are statements or workflows providing for the implementation of a policy, or other administrative requirements.
- A **university policy** is any policy approved by the St. Thomas board of trustees, president or other position to whom the president has delegated policy approval authority.

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- c. A **policy owner** is the position or unit responsible for the content and currency of a university policy for implementation and maintenance of the policy and revisions, and for assuring there is appropriate training and communication about them also on an ongoing basis. Every university policy has a policy owner.
- d. **Unit** means a college, school, division, department, office or similar unit within the organizational structure of the university.

SECTION IV. POLICY APPROVAL AUTHORITY

Consistent with the St. Thomas Board of Trustees, the president has sole authority to approve university policies (including policy revisions and withdrawals), unless the board of trustees has policy approval authority to employees as the president deems appropriate. Other St. Thomas

The president hereby retains or delegates policy approval authority as set forth in this Section. The president retains authority to require review, withdrawal or revision of university policies approved pursuant to delegated authority,

... policies that are not described... direct approval, unless the president delegates approval authority to

Policy Category	Description	Authorized Approver
Institutional Policies	(faculty, staff, and student) regardless of unit, that do not fall into another category below*	President (subject to the authority of the board of trustees)
Employee Policies	Policies that apply only (faculty, staff and student) regardless of unit and that do not govern areas of primary faculty responsibility as set forth in the Faculty Handbook*	President (subject to the authority of the board of trustees)
Staff Policies	Policies that apply only to staff employees, regardless of unit, governing areas of primary faculty responsibility as set forth in the Faculty Handbook*	President

Faculty Documented standards and expectations with primary faculty responsibility respect to

non-substantive

loyee and staff

to areas of primary faculty responsibility as set forth in the Faculty Handbook, such changes must

In some situations, such as in a campus emergency or upon substantial sudden changes in the university's operations or government or legal mandate, it may be necessary to rapidly establish, modify or withdraw a university policy. In such cases, at the president's discretion and as permitted,

following consultation only with the Office of General Counsel. Other steps in the policy management process specified in **Appendix A** will be followed to extent consistent with Unit provide input prior to implementation will have the opportunity to do so after implementation. The

SECTION VI. POLICY DEVELOPMENT, CONTENT AND FORMAT

University policies shall be developed and approved in accordance with the process established in the policy:

do not subject St. Thomas to operational, financial, legal, reputational or other risks that the university is unable to manage.

priorities.

The content of university policies is expected to reflect these objectives. To ensure this and that approved persons can easily identify and understand the university policies that apply to them, all policy must:

Indicate the d

Identify the policy owner;

Clearly identify the persons covered by the policy;

Clearly articulate the operational directions and behavioral expectations established by the policy;

Review in accordance with the St. Thomas review process for policy development.

frequently associated with

In addition, university policies subject to the president's approval must follow a consistent and uniform format as outlined in the Faculty Handbook.

Unit

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SECTION VII. POLICY PUBLICATION AND ACCESS

All university policies subject to the president's approval, along with any related procedures and FAQs, must be published in an electronic format in the University Policy Repository maintained by the Office of General Counsel. The most current version of university policies must be published electronically either in the University Policy Repository or in another accessible location (university intranet, shared drive or shared university system) that is readily searchable and accessible by (a) all persons to whom the policy applies and their supervisors, (b) the Department of Human Resources, (c) the Office of General Counsel, and (d) members of the UPAC. This assures that all persons covered by the policy, including St. Thomas employees whose responsibilities include the interpretation, enforcement and coordination of policies can easily find and access them.

Policies that have been superseded or withdrawn must be removed from publication or identified as no longer in effect. Access to university policies may be password-protected.

All copies of university policies that are published, distributed, or referenced must reflect the most current version of the policy. Accordingly, units may not duplicate, summarize or excerpt policies on a webpage, in college or school handbooks, or in another electronic location. Instead, units may refer to the policy as titled and contained in the University Policy Repository. Exemptions may be granted on a limited basis due to the nature of the content and circumstances at the discretion of the General Counsel.¹

SECTION VIII. POLICY MAINTENANCE

University policies must be reviewed on a regular basis, generally no less frequently than every three years, to assure the policy continues to be current and effective. Policy owners are responsible for

review schedule for institu... and policies contained in the

¹ Cases where the policy owner has a good reason to believe that a limited version of the policy is necessary for use contained in the repository, or to exclude them with appropriate hyperlinks.



Appendix A to Policy Management Policy

or Policies

Subject to the President's Approval

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Management Policy, must be developed, revised and withdrawn in accordance with the designated procedures. The process of development, revision, and withdrawal of policies and procedures principles set forth in the Faculty Handbook as well as to secure appropriate consultation with other university officials.

SECTION I. PROCESS FOR FACULTY HANDBOOK AND ACADEMIC POLICIES

A. The initiation, review and approval of new or revised documented standards and expectations

the elimination of unnecessary or outdated standards and expectations in these areas will follow the process outlined in the Faculty Handbook.

B. Before making a decision on a proposed new standard or expectation in an area of faculty responsibility, the president will make a determination that there has been appropriate consultation about the proposal with academic administrators,

and that the president generally will confirm that the Office of General Counsel has reviewed the proposal to ensure that any applicable regulations and academic policies have been identified and

the president expects faculty, insofar as practicable, to consult with the executive vice president

and the Office of General Counsel for the proposal. Faculty are

considerations raised can be addressed timely.

C. This provision is not intended to prevent or delay or otherwise interfere with Faculty Senate consideration of proposals and amendments to them at meetings of the Senate. Faculty have discretion to determine whether and when to engage in such consultations, recognizing that advance consultations may expedite the president's approval of a proposal.

D. After making the decision whether to approve the proposal, the president will communicate the proposal to the Faculty Senate, and the general council. Faculty Senate leadership will have primary responsibility for the implementation of the proposal.

