

# Lock Haven University

<b>Title:</b>	Policy on Policies
<b>Proposed by:</b>	Tom Ormond and Jim Meek (at request of Senior Staff) (portions adapted from policies of Bloomsburg and Auburn Universities)
<b>Effective Date:</b>	Upon approval by President
<b>Responsibility:</b>	Office of the President
<b>Purpose:</b>	This policy establishes policy and procedures for proposing, revising, and adopting of university-wide policies.
<b>Applicability:</b>	<p>This policy applies to university-wide policies established by Lock Haven University, with the following exceptions:</p> <ol style="list-style-type: none"><li>1. It does not apply to, or in any way limit the applicability of, policies issued by the Pennsylvania State System of Higher Education or of federal and state statutes, laws and regulations that apply to the university.</li><li>2. Policies that are developed in accordance with Collective Bargaining Agreement guidelines are exempt from this approval process and will be adopted in accordance with the governing CBA.</li><li>3. Curricular policies are proposed and approved under the authority of the President in accordance with the Rules and Procedures of the University Curriculum Committee.</li><li>4. Existing university-wide policies adopted before the effective date of this policy will remain valid and in effect until superseded or rescinded.</li></ol>
<b>Definitions:</b>	<p>A <b>university policy</b> is a written statement that:</p> <ol style="list-style-type: none"><li>1. Is a commitment of the university to a principle or set of principles that guide the conduct of the university and its faculty, staff, students, and visitors.</li><li>2. Has broad applicability throughout the university (and not only to a particular division, department, or office).</li><li>3. Addresses basic values of the university, or supports the teaching, research, and public service mission of the university, or promotes efficient operations, or ensures compliance with laws or regulations, or reduces institutional risks.</li><li>4. Mandates or constrains certain actions, and may contain specific requirements for compliance.</li></ol> <p>A <b>procedure</b> is an established means of implementing policy. Procedures should evolve over time as new tools emerge, new processes are designed, and the risks associated with an area change in response to internal or external environmental changes.</p>

**Senior Staff** is the university's senior administrative body, consisting of the President and Vice Presidents (or their designees).

A **division** is an administrative unit under the authority of one of the university's vice presidents.

**Policy:**

The President of the university, under the authority of the Board of Governors, is responsible to establish, approve, and implement policies that promote the mission of the university. Normally, the President exercises this authority in broad consultation with appropriate members of the university community.

All policies must be clearly set forth in writing in a format established by the Office of the President and, upon approval by the President, be published on the university's website for policies and in the appropriate catalogs, handbooks, etc.

In the event that different versions of a policy may appear in various publications, the version on the university's website for policies will be official and supersede all other versions. The Office of the President and the University Library will maintain a complete current archive of current and previous policies in a permanent form.

**Procedures:**

1. **A committee, director, or academic department (hereafter "the originator") may propose a policy (or policy revision) through regular channels to the appropriate vice president.** Proposals must conform to the LHU Policy Proposal template established by the Office of the President [see attachment]. Proposals should be accompanied by a summary of reasons for the policy and any other necessary information.  
  
Any individual within the university (faculty, staff, or students) may suggest a policy to the appropriate committee, director, or academic department. Individuals who have offered suggestions should be informed promptly as subsequent decisions related to their suggestions are made.
2. **The vice president may approve, revise, or disapprove the proposal.** If approved (or revised), the vice president will recommend to Senior Staff that the proposal be approved for further consideration. The vice president will promptly notify the originator of his/her decision. Proposals from Meet and Discuss or University Committees must be forwarded to Senior Staff for consideration.
3. **Senior Staff may approve, revise, or disapprove the proposal for further consideration.** The vice president will promptly notify the originator of its decision. If approved for further consideration, the vice president will:
  - Distribute the proposal to relevant divisions, committees, departments, bargaining units, and other organizations for comment.
  - Distribute the proposal to the Leadership Team (chairs and directors) for information.
  - Refer the proposal to legal counsel for advice.
  - Post the policy to the university's website for policies under "Policies in Process" as information for the university community.
4. **The vice president will incorporate feedback (as appropriate) and**

**present the proposal to Senior Staff for recommendation to the president.** The vice president will promptly notify the originator and all who have been consulted of its decision.

- 5. **The President may approve the proposal, return it for revision, or disapprove it.** The President’s Office will notify the university community of the decision on the university’s website for policies.

The Office of the President (or the president’s designee) will be responsible for ensuring publication of policies on the university’s website for policies and will verify by January 15 of each year that the website for policies contains all and only those policies currently in force.

All university offices are responsible to insure that published catalogs, handbooks, etc. reflect current approved university policies.

**Exceptions:** The President may issue permanent policies without following the steps outlined in this policy when required to do so by judicial, legislative, regulatory or Board of Governors mandates; upon advice of legal counsel; or when contractual issues dictate an immediate course of action.

The President, in special circumstances, may issue interim policies without following the steps outlined in this policy to preserve and promote the health and welfare of the university community; on advice of legal counsel; or to deal with other urgent concerns. Interim policies may be adopted to handle these situations but should be replaced with a final policy in accordance with this document within one year.

**Sanctions:** None

**Related Policies:** Curricular policies are proposed and approved under the authority of the President in accordance with the Rules and Procedures of the University Curriculum Committee.

**Publish In:** University website for policies

**Revisions:** None to date

**Review Date:** December 2012

**Approved (date):** 1/05/10

**President’s Signature:** /s/ Keith T. Miller

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**Appendices**

- 1. Policy Approval Process
- 2. Policy Proposal template

## Policy Approval Process

Originator	1. Appropriate committee, director, or academic department proposes policy (or change to existing policy)
VP	2. Acts on recommendation (and informs originator of decision) If approved, submits to Senior Staff
Senior Staff	3. Acts on recommendation of proposal for further consideration (VP informs originator of decision) If approved, the vice president: <ul style="list-style-type: none"> <li>• Distributes proposal to relevant divisions, committees, departments, bargaining units, or other organizations for comment</li> <li>• Distributes proposal to the Leadership Team (chairs and directors) for information</li> <li>• Refers proposal to legal counsel for advice</li> <li>• Posts proposal to the university's website for policies under "Policies in Process" as information for the university community</li> </ul>
VP	4. Incorporates comments as appropriate and presents proposal to Senior Staff for recommendation to the president (informs originator and all consulted of decision)
President	5. Makes final decision and informs the university community of decision on the university website for policies

# Lock Haven University

## *Policy Proposal*

<b>Title:</b>	Title of policy
<b>Proposed by:</b>	Name of individual, office, or department proposing the new/revised policy
<b>Effective Date:</b>	Date the policy takes/will take effect
<b>Responsibility:</b>	Identify the individual or office responsible for carrying out the policy.
<b>Applicability:</b>	Identify those to whom the policy will apply (e.g., staff, students).
<b>Purpose:</b>	Describe briefly (preferably in one sentence) what the policy is intended to accomplish.
<b>Definitions:</b>	Define any words that may be unclear, confusing, or used in a specific way. *
<b>Policy:</b>	Outline the policy as concisely as possible. *
<b>Procedures:</b>	Supply details of how the policy should be implemented. *
<b>Exemptions:</b>	Briefly describe any circumstances that may excuse conforming to the policy (including grandfathering). *
<b>Sanctions:</b>	Briefly describe what will happen to those who do not follow the policy, including who will decide. *
<b>Related Policies:</b>	Other policies touching related matters
<b>Publish In:</b>	In addition to the Policies section of the university web site, identify handbooks, manuals, catalog, etc. where the policy should appear.
<b>Revisions:</b>	Date(s) revised, superseded by other policy, etc.
<b>Review Date:</b>	Date policy is to be reviewed
<b>Approved (date):</b>	
<b>President's Signature:</b>	<hr/>

\* If the policy is a substantial document or manual, please summarize if possible and attach this template as a cover sheet to the complete policy or manual.

### **Appendices**

Attach any additional information that would assist in implementing the proposed policy (e.g., forms, checklists).