Policy Management

University Operations – Administration

EWU Policy 201-01	Authority: EWU Board of Trustees
Effective: May 19, 2023	Proponent: President

Purpose: This policy prescribes standards for administration of policies and procedures at Eastern Washington University. It includes guidance for management of other regulatory documents related to university operations.

History: This policy revises the previous version dated February 22, 2019, with updates to the appendices on August 1, 2019. It was approved by the Board of Trustees on May 19, 2023.

Applicability: This policy pertains to all functions and operations at Eastern Washington University.

CONTENTS

CHAPTER 1 – INTRODUCTION

1-1. Goals

The primary goals of policy management at Eastern Washington University are:

- to provide a comprehensive source for policies and procedures relevant to the organization and operation of the university
- to provide open access to those policies
- to provide standards and procedures for managing University Governance Provisions

1-2. University Governance Provisions

Throughout this policy, University Governance Provisions refers to any authoritative item related to the organization or operation of EWU and includes the following. All policies must conform to all higher legal authorities and are listed below in order of their level of authority.

a. Laws: Rules developed by the state or federal legislature that have a binding legal force on the governance and operations of the university and its constituents. Title 28B (Higher Education) of the Revised Code of Washington (RCW) establishes all Washington State public institutions of higher education and prescribes state laws relative to institutional governance and operations. Laws are the highest legal authority governing university operations.

b. Regulations: Rules and regulations adopted by state and federal agencies. This includes legislatively required or authorized rules enacted by the university which are subject to a legally mandated review process prior to implementation and which have the force of law following Board of Trustee approval. Title 172 of the Washington Administrative Code (WAC) contains the regulations expressly enacted by the university. Washington Administrative Codes, along with other federal and Washington State regulations, are the second highest legal authority governing university operations.

c. University Policies: Official policies of the university adopted under the authority of the Board of Trustees. These policies establish standards for the organization and operation of the university. University Policies are the third highest authority governing the university.

d. Academic Policies: Official policies recommended by the Academic Senate and approved under the authority of the university president. These policies relate to academic standards and procedures of the university and are the fourth highest authority.

e. Annual Catalog: The catalog is published each academic year and contains detailed information related to admissions, academic programs, degree requirements, and student resources and support services. Although much of the catalog's contents are reprinted from other documents, some items are unique, particularly provisions relating to admissions, applications, and academic program details.

f. College Policies & Procedures: operational procedures and standards developed at the college level.

g. Department Policies & Procedures: operational procedures and standards developed at the department level.

h. Department Handbooks: Colleges, departments, and administrative or academic units may publish handbooks for employees or students as needed to provide updated information. Such publications shall be in accord with existing policies and may not establish regulations or procedures contrary to higher authority.

i. University Guidelines: University Guidelines are standard procedures of the university which are published under the authority of the university president. University Guidelines are not binding; they contain guidance related to specific functions and are intended to enhance efficiency. Guidelines are not intended to, do not, and may not be relied on to create a right or benefit, substantive or procedural, enforceable at law by a party in legal proceedings limited to arbitration or litigation.

CHAPTER 2 – POLICY FRAMEWORK

2-1. Structure

University Governance Provisions will be functionally organized within a Policy Framework. Primary functions, designated as "Parts", are as follows:

Part 1 – Organization

Part 2 – University Operations

Part 3 – Academics & Research

Part 4 – Personnel & Civil Rights

Part 5 – Students

Part 6 – Health & Safety

Part 7 – Colleges & Departments

Part 8 – Athletics

Part 9 – Standards of Conduct

Each 'Part' may be broken down into "Sections". The Policy Framework will be maintained through the policy management website.

2-2. Contents

The Policy Framework will include all University Policies, Academic Policies, Title 172 WAC, and, as much as possible, required Unit Policies such as college, department, and unit plans. The framework will include other Unit Policies as needed/appropriate.

Items will appear in the Policy Framework in the most relevant section. If appropriate, items may appear in more than one section.

The policy management website will provide access to items in the framework either as hosted documents or as links to documents.

CHAPTER 3 – CONTENT AND FORMAT

3-1. Policy and Procedures

A policy is an official statement that details the requirements applicable to specific events and circumstances. For University Policies, the actual 'policy' is contained within the body of the document. Procedures are established methods of carrying out policy requirements. For University Policies, procedural tasks, forms, guidelines, etc., may be contained within the appendices to the policy. In this way, procedural information is not only maintained with the policy it supports, but it may also be easily modified by the proponent. Time specific information, i.e. tuition rates, course fees, etc., may also be contained in appendices.

3-2. Content

Policy details: University Policies and Academic Policies will, as much as possible, include the following details.

a. Purpose: Briefly states the intent of the policy.

b. History: The history will state if a policy is new or a revision and should identify any superseded policies. It should also state when, and by whom, the policy was adopted. The history may also include information relative to what created the need for the policy, i.e. a law, regulation, or other external requirement.

c. Applicability: Identifies to what persons, colleges, offices, units, and/or activities the policy applies.

d. Proponent: Identifies the organization having overall responsibility for development and management of the policy. The proponent is also responsible for policy revisions and periodic review.

e. Authority: The authority is the entity which formally approves policy adoption. Changes to the policy must also be approved by the designated authority. The only exception is the authority delegated to the proponent for changes to appendices and for housekeeping corrections (see Delegation in chapter 4).

f. Identification: Each University/Academic Policy will be identified with a unique number consisting of the Part number, Section number, a dash, and a 2-digit number. For example, EWU Policy 201-01 refers to Part 2 'University Operations', Section 01 'Administration', and Policy 01 'Policy Management'. An Academic Policy would take the form, "Academic Policy 201-01".

3-3. Style and Format

a. University Policies and associated procedures will be written as clearly and concisely as possible. The average reader should be able to easily understand the policy's requirements. Policies and procedures should include sufficient detail to avoid confusion.

b. University Policies: For consistency, ease-of-use, and readability, University Policies will follow the formatting example in Appendix B. The Policy Administrator is responsible for ensuring compliance.

3-4. University Guidelines

University Guidelines will, as much as possible, conform to the content and formatting requirements for University Policies. Identification will include 'University Guideline', followed by an identification number determined in the same manner as specified for University Policies.

3-5. Unit Policies

There is no prescribed format for Unit policies.

CHAPTER 4 – POLICY MANAGEMENT

4-1. General

This chapter prescribes standards for adopting, revising, repealing, and reviewing University Policies. It also prescribes standards for managing other University Governance Provisions.

4-2. Adoption and Revision of University Policies

a. Authority: The Board of Trustees has the authority to adopt or revise University Policies.

b. Procedures: Detailed procedures for adopting or revising University Policies are included at Appendix B. At a minimum, procedures for proposed University Policies will:

(1) Include coordination with the president, relevant executive leaders,, and university stakeholders (e.g. departments, faculty organization, ASEWU, unions, etc.) directly affected by a proposed policy;

(2) Include a review by the Assistant Attorney General where deemed appropriate;

(3) Allow feedback from all other university constituents and interested parties who post comments or contact the Policy Administrator;

(4) Encourage open discussion of proposed policies;

(5) Include presentation to the Board of Trustees; and,

(6) Include a vetting process consisting of a comment and input period of at least 20 days.

4-3. Interim Policies

The adoption and revision process may be adjusted by the Board of Trustees or university president if deemed in the best interest of the university. In such cases, a policy may be immediately adopted as an 'Interim' policy under the authority of the university president or designee.

Whenever possible, interim policies will be published using the formatting standards prescribed in Appendix A. Interim policies will be clearly identified by adding 'Interim' to the policy number or title and by including an expiration date in the policy history statement.

Interim policies will expire 180 days following the date of issuance. During this time, the policy will be vetted through the standard procedure (Appendix B) unless the policy proposal is withdrawn.

4-4. Housekeeping Changes

When making housekeeping changes to existing policies, policy proponents may forego the standard procedures of Appendix B and may execute such changes without the need for formal approval by the policy authority.

Changes authorized under this section include:

a. Changes to appendices

b. Changes to the table of 'Contents'

c. Changes which do not constitute a material change in policy. Housekeeping may include simple corrections in spelling or grammar, modifications in formatting, updating titles of departments or personnel to coincide with current organizational structures, or similar changes.

Changes made under this section must be approved by the Policy Administrator before they are posted to the Policy Framework.

4-5. Repeal

To be repealed, existing policies which include any material provisions that have not been superseded or made otherwise obsolete, will follow the standard procedures of Appendix B.

Existing policies that include no material provisions which have not been superseded or made otherwise obsolete, may be repealed with approval of the university president.

4-6. Periodic Review

In order to remain current and pertinent, policies must be periodically reviewed. At a minimum, University Policies should be reviewed every five years by the policy proponent. The University Policy Administrator will work with proponents to identify when policy reviews are needed and will keep a record of review actions.

4-7. Supplementation

Supplementation of laws, regulations, and university policies and establishment of related local guidance and procedures is granted to colleges and departments, so long as any such supplementation does not conflict with university level policy or higher authority.

4-8. Washington Administrative Codes

Additions or changes to existing WACs will be managed by the Policy Administrator and processed in accordance with the Administrative Procedure Act, chapter 34.05 RCW and WAC Title 1, Office of the Code Reviser.

4-9. Conflicting Provisions

When a conflict exists between University Governance Provisions, the highest authority provision takes precedence. Subordinate provisions must be modified to conform to the higher authority.

4-10. Academic Policies

Academic Policies are developed by the academic community through the processes of the Academic Senate. These policies become official policies of the university upon recommendation from the Academic Senate and approval by the university president.

4-11.University Guidelines

University Guidelines are published under the authority of the university president. The procedures in Appendix B are not required. Instead, management of University Guidelines will conform to the following basic process:

   a. Proponents coordinate   proposed guidelines   with departments responsible for implementing the guidelines   as appropriate.

   b. The Policy Administrator ensures proposals are consistent with content and format standards.

   c. Completed proposals are forwarded to the university president for action.

   d. Approved items are incorporated into the Policy Framework as described for University Policies.

APPENDIX A – POLICY FORMAT

REVISED: FEBRUARY 26, 2016

A-1. General

This Appendix illustrates the standard format for University Policies.

Titles coincide with Part and Section Titles →

Policy Title

University Operations – Administration

EWU Policy 201-22   **Authority: EWU Board of Trustees**

Effective January 1, 2010   **Proponent: President's Office**

Policy Details

Purpose: This policy prescribes EWU standards for management and administration of university activities. It includes guidance for management of other regulatory activities related to Eastern Washington University and its operations.

History: This policy supersedes EWU Policy 201-21, dated Jan 1, 2009. It was adopted by the EWU Board of Trustees (BOT) on Jan 1, 2010. The previous version of this policy superseded subtopic 100-123-456, "University Activities Policy", of the University Governance System.

Applicability: This policy pertains to all functions and operations within EWU.

CONTENTS

Chapter 1 – Introduction   Chapter 5 – Sample Section

Ch 2 – Activity Framework   Appendix A – Activity Information

Ch 3 –Information   Appendix B – Procedures

Ch 4 – Activity Management

CHAPTER 1 – INTRODUCTION

CHAPTER 5 – SAMPLE SECTION

Section & paragraph numbering

5-1. General

Aenean semper aliquet libero. In ante velit, cursus ut, ultrices vitae, tempor ut, risus. Duis pulvinar. Vestibulum vel pede at sapien sodales mattis. Quisque pretium, lacus nec iaculis aenean semper aliquet libero.

5-2. Duis Pulvinar

  a. Sed, dignissim et, est: Duis pulvinar. Vestibulum vel pede at sapien sodales mattis. Quisque pretium, lacus nec iaculis vehicula.

  b. Quisque pretium: In ante velit, cursus ut, ultrices vitae, empor ut, risus. Duis pulvinar. Vestibulum vel pede at sapien sodales mattis:

   (1) lacus nec iaculis vehicula, arcu libero consectetuer massa, auctor aliquet;

   (2) maecenas sit amet augue

semper aliquet libero. In ante velit, cursus ut, ultrices vitae, tempor ut, risus.

5-7. Vestibulum Vel Peien

Curabitur nibh lectus, dapibus id, tempor eu, tempor non, erat. Proin pede eros, pharetra ut, viverra sed, egestas nec, mauris:

  a. Quisque pretium: In ante velit, cursus ut, ultrices vitae, empor ut, risus. Duis pulvinar. Vestibulum vel pede at sapien sodales mattis:

   (1) lacus nec iaculis vehicula, arcu libero consectetuer massa, auctor aliquet;

    (a) maecenas sit amet augue

    (b) duis pulvinar bestibulum vel pede at sapien sodales mattis. Quisque pretiu

     (i) m, lacus nec iaculis aenean semper aliquet libero

     (ii) In ante velit, cursus ut, ultrices vitae, tempor ut, risus

Note: If the policy does not require multiple 'chapters', chapter headings shall be omitted and sections shall be numbered.

APPENDIX B – PROCEDURES

REVISED: May 19, 2023

B-1. General

This Appendix describes procedures for administering changes to University Policies. Exceptions to these procedures are permitted for Interim policies, Housekeeping Changes, and Repeal actions as described in sections 4-3 through 4-5.

B-2. Initial Proposal

Policy changes are usually initiated by the organizations or departments who are primarily responsible for the content of the policy. Such proposals may be in the form of a simple draft or may be the result of a collaborative task force or committee. Proposals may also be initiated by any member of the university community.

Proposals may be submitted online through the policy management website https://inside.ewu.edu/policies/ or by contacting the University Policy Administrator (UPA), Tawanka 211, Cheney, WA 99004.

B-3. Screening

Upon receipt of a proposal, the UPA will review the proposal. The UPA will coordinate, when appropriate, review with Office of the President staff, applicable Vice President or designees. Follow-on actions will generally be to Accept, Return, or Reject the proposal.

  a. Accept: Accepted proposals will be prepared for coordination and vetting. This may include addition of policy details, modification of formats, and editing of content to increase clarity or enhance style. Permission to begin the policy coordination and vetting process must also be obtained from the policy proponent.

  b. Return/Modify: Proposals which require additional information or those that must be edited for content may be returned for further action. The UPA will work with proponents to prepare needed revisions to draft proposals.

  c. Reject: Rejected proposals will be returned with an explanation for rejection. For example, a policy proposal may be rejected if it violates state or federal law.

B-4. Campus Notice

Approximately two months prior to a Board of Trustees meeting, the UPA will provide a list of all of the policies EWU is working on creating, updating, or repealing to all EWU employees.

B-5.   Review

  a. Executive Leadership Team: The UPA will share the proposed changes with the Executive Leadership Team, who will determine whether or not to move forward with the policy development/revision process.

  b. Policy Advisory Council: After screening and preparation of a formatted draft, the UPA will convene the Policy Advisory Council to review the drafts and provide input. The Policy Advisory Council is made up of different constituents from across campus and is intended to provide meaningful input and direction on proposed policies. The UPA may invite a policy proponent or designee to a Policy Advisory Council meeting to provide the background and explanation for a proposed policy change.

  c. President's Cabinet: After receiving feedback from the Policy Advisory Council, the UPA will forward the proposed policy to the President's Cabinet for review. Notification to Cabinet should be accomplished prior to vetting. Members of Cabinet are responsible for communicating with and receiving input from their respective areas on the proposed policy changes.

  d. Assistant Attorney General: Draft policies may be forwarded to the Assistant Attorney General (AAG) for review when legal advice is needed. AAG review should be done prior to the vetting process.

  e. Policy Proponent: Before proceeding to the vetting stage, draft changes must be approved by the UPA and policy proponent.

B-6. Vetting

The vetting process provides university leaders and constituents the opportunity to review and comment on proposed policies. Vetting procedures for a proposed University Policy will be carried out as described below.

  a. Board Presentation: The proposed policy changes are presented to the Board of Trustees for discussion purposes during the committee of the whole for first read.

  b. Review and Comment Period: After first read before the Board of Trustees, the proposed policy will be opened for review and comment. All university employees shall be notified of the comment period via email. Notification will include a brief description of the proposed policy and a link to the policy discussion page where the proposal can be reviewed and discussed. The review and comment period will be accomplished through the policy management website.

The review and comment period will remain open for at least 20 days but may remain open longer if needed, as determined by the UPA. The campus community and other interested parties will be able to provide feedback and comments on the proposed policy.

  c. Redraft Stage: The policy is edited based on feedback from the initial discussion, public comments, and consultation with the proponent and the president's staff.

B-6. Approving and Publishing

  a. Final Revision: The proposal is edited based on initial discussion stage feedback and proponent input. A final draft is prepared for Board of Trustee action and posted on the Board of Trustee's meeting agenda website.

  b. Board of Trustees: The proposal is presented to the BOT for final action. This is typically done as a consent/action agenda item. The BOT must approve the proposed policy changes.

  c. Publishing: After the BOT adopts a policy, the UPA will finalize policy details (i.e. date of adoption and effective date), publish the policy, and send an email to all employees notifying them of the new policy.

APPENDIX C – Timeline

REVISED: May 19, 2023

The regular policy process is driven by the Board of Trustees' meeting schedule. Unless the Board of Trustees modifies its meeting schedule, the regular policy process will proceed according to the following timeline unless unresolved concerns emerge:

- Two months prior to BOT meeting: all policy proposals must be received by UPA
- UPA notifies policy proponent and sends out notice to all employees of policies under review
- One month prior to BOT meeting: proposed changes are reviewed with the Executive Leadership Team.
- Three weeks prior to BOT meeting: Policy Advisory Council reviews proposed policy change
- Two weeks prior to BOT meeting: UPA notifies Cabinet of proposed policy changes and receives input. Policy proponent will be informed if there are any substantive changes made to the initial draft.
- One week prior to BOT meeting: policy proposal is provided to the President's Executive Assistant for inclusion in the BOT agenda
- BOT meeting: policy is presented to BOT by UPA for first read
- Following BOT meeting: UPA provides notice of open comment period to all EWU employees. Labor Relations Manager provides notice to all unions.
- EWU responds to any demands to bargain from respective unions
- Two weeks prior to BOT meeting: UPA informs policy proponent of input received during the open comment period and makes any necessary adjustments
- One week prior to BOT meeting: proposed policy is finalized and provided to President's Executive Assistant for inclusion in the BOT agenda
- BOT meeting: policy is presented to BOT for second read and approval
- UPA finalizes the policy, posts it to the policy website, and sends notification of the updated policies to all EWU employees within three weeks of adoption