



UNIVERSITY POLICY DEVELOPMENT GUIDELINES

Statement

Saint Francis University strives to create an environment that fosters innovation, excellence and collaboration seeking always to do so responsibly, ethically, and with integrity. University policies are an important way to communicate the University's values and expectations to members of the campus community and to provide guidance as to their observance. The development, publication and management of all University policies should be consistent with these guidelines. The development of school, department or division policies should follow these guidelines and may not conflict with institutional policies.

Purpose

The purpose of these guidelines is to outline the process for effective and consistent development, approval, publication and management of all University policies and to provide guidance on the elements of an effective policy. Accessible and well-developed policies will also promote efficiency and accountability along with minimize institutional risks. These guidelines are designed to promote expeditious policy development, approval and management while allowing for adequate discussion and review for proposed or updated policies.

Audience

The guidelines apply to any member of the University community that develops, reviews, approves, publishes, manages or otherwise engages in the creation and dissemination of University policies.

Definitions

Policy: A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the university community in conducting university actions. University policies are those with a scope that ranges from minimally applying to individuals or groups in more than one division or college to maximally applying to all faculty, staff, students, and visitors. University policies are reviewed and approved through the processes outlined in this policy.

A university policy:

- Is a governing principle that requires action;
- Has an institution-wide application;
- Changes infrequently and sets a course for the foreseeable future;
- Helps ensure compliance with applicable laws and regulations;
- Reduces institutional risk, and;
- Is approved at the executive levels of the university (president, provost or vice president), legal counsel, or the Board of Trustees.

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Procedure: A procedure is a guideline or series of interrelated steps taken to help implement the policy.

A university procedure:

- Should identify and link to the applicable university policy;
- Should be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed;
- Should be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy, and;
- Generally does not require formal approval by university officials;

Policy Initiator: The Policy Initiator is a faculty or staff member who identifies a university-level issue and develops a policy proposal.

Policy Officer: The Policy Officer is the appropriate Saint Francis University officer (president, provost or vice president) whose jurisdiction covers the subject matter of the policy.

Responsible Office: The Responsible Office is the appropriate University department/office (administrator or compliance partner) that administers the policy.

Stakeholders: Individuals or groups affected by a proposed policy and/or its related procedures. Units responsible for implementing the proposed policy; or 3) individuals in similar positions or categories across the university who must abide by the provisions of the proposed policy.

New Policy Proposal: A document that explains the reasons for, summarizes the content of, and indicates the stakeholders who will be consulted during the development of any proposed new University Policy. New policy proposals are reviewed and approved by either/or the corresponding Vice President, President's Council, University Legal Counsel and/or Board of Trustees (if required).

Standard Policy Template: A document that must be completed and submitted to update/revise a current policy or implement a new policy. *(If a new policy, the new policy proposal form must be completed and approved before this form is completed and submitted.)* The appropriate policy officer, stakeholders and administrators will review the template when it is received. If approved, the policy officer will add the policy to the electronic policy database.

Archiving

A policy officer may archive a policy in the electronic policy database when it is no longer applicable or where it would be more effective to integrate into another policy. Before expiring a policy, the policy officer must take steps to ensure that retiring the policy does not impact other active policies or create compliance or legal issues for the University if archived.

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