Indiana University of Pennsylvania

POLICY STATEMENT

Subject: Policy on Policies	
Original Date Established:	**Revision Date:**
Policy Owner: Policy Compliance Manager	**President's Approval:**
	Date of President's Approval:

Purpose

Indiana University of Pennsylvania ("IUP" or "University") policies are critical to creating and maintaining an environment that fosters excellence, integrity, compliance, and accountability. The purpose of this policy is to establish a consistent and transparent process for policies to be reviewed, approved, implemented, maintained, and communicated University-wide.

Scope

All members of the IUP community, including but not limited to students, faculty, staff, officials, volunteers, visitors, and contractors, may be impacted by IUP policies, related procedures, standards, and guidelines.

Policy Framework

IUP policies safeguard the University's mission, values, and reputation while addressing institutional risks and staying in compliance with applicable laws and regulations. Unless otherwise stated, all new, revised, or rescinded policies require approval from the University President (President). This approval authority may be delegated by the President. The University official(s) assigned responsibility for implementing and/or updating policies within their area will serve as the Policy Owner. The President will appoint a Policy Compliance Manager. The Policy Compliance Manager may empanel a committee as may be helpful. The Policy Compliance Manager will update the Policy Owner as changes in titles and responsibilities occur.

Policy Review

Policies must be kept current, reviewed on a regular basis, and made available University-wide in a timely manner. Policy Owners are responsible for reviewing their policies at least every five (5) years and updating them, as necessary. Each policy includes a designated "Review Date" and remains in effect even if that date has passed. The University reserves the right to add, modify, or rescind policies at any time. It may be expedient to review, revise, or rescind policies at any time as required by law or policy or to better accomplish the business of the University. Policies already in place at the adoption of this policy may be revised within five (5) years to comply with the requirements herein.

Definitions

- **Policy:** A policy is a written statement of principles and rules that articulates the University's position on governance, academic, or operational matters. Policies establish expectations for employees, students, and other affected individuals in the conduct of University activities and clarify what can be expected from the University. Policies guide decision-making, and where appropriate, define roles and responsibilities.
- **Procedure:** A procedure outlines the mandatory, processes, practices, or actions required to implement or comply with a policy. Procedures provide detailed instructions to employees, students, and other affected individuals on how to meet the requirements set forth in the policy.
- **Policy Repository:** The electronic Policy Repository is the official and authoritative source for those IUP policies that apply broadly to or significantly impact the IUP community. The President, Vice President, or their designee shall represent their division in policy consultation, provide input, and ensure the accuracy and maintenance of the Policy Repository.
- **Policy Compliance Manager:** The President appoints the Policy Compliance Manager to execute the Policy on Policies and its attendant procedures.

- **Policy Owner:** The University official, by title, who is assigned responsibility for implementing and/or updating policies within their area. The individual may be named in the Policy Repository. That University official may be Chair of a committee of the University Senate, or other duly authorized committee of the University.

Policy Process and Procedures

The procedures established by the University ensure a consistent process and standardized format for the development of new policies, as well as the revision or rescission of existing policies. All new, reviewed, and rescinded policies must use the policy template approved by the Policy Compliance Manager.

A. New Policy Development

The development of a new policy shall include the following steps:

1. Assess Need and Applicability: Determine the necessity of the policy and ensure that its subject matter applies broadly to a significant segment of the University and evaluate whether the goals of the policy can be achieved through the revision of an existing policy. Such determination may be made by University officials, committees of the University Senate, or other duly authorized university committees as appropriate.
2. Ensure Regulatory Compliance: Verify compliance with applicable System, State, Federal, and Accreditation requirements and that all reviews and updates are in accordance with all applicable collective bargaining agreements.
3. Prepare Supporting Materials: Develop documents necessary for policy implementation and communication.
    a. Enabling Documents: Procedures, forms, delegations of authority, and business processes
    b. Information Documents: Guidelines, FAQs, templates
    c. Create communication and implementation plans.

Obtain Final Approval: The President may establish a specific committee or process at his discretion or as required by law for consult and review before approval of a new policy or major policy change. The President or designee will consult University Senate when and as appropriate. New policies are to be reviewed by University or System Legal Counsel prior to implementation. After securing all required approvals and/or signatures, the President or Vice President shall inform the President's Cabinet of the new policy.

4. Policy Publication: The Policy Compliance Officer shall upload the approved policy to the Policy Repository.
5. Communication to University Community: The President, Vice President, or Policy Owner is responsible for notifying the University community of the new or revised policy.

B. Policy Review and Revisions

Policy Owners must review each policy at least once every five (5) years and update, as necessary. Policy Owners will receive annual electronic notifications from the Policy Compliance Manager to identify policies scheduled for review.

1. Assess Need for Revision: The President or Vice President determines whether policy goals can be met through revision of an existing policy and then follows the applicable process outlined in Section A (New Policy Development) or Section B (Policy Review/Revisions).
2. Ensure Compliance: Verify compliance with applicable System, State, Federal, and accreditation requirements. Revised policies are to be reviewed by University or System Legal Counsel prior to implementation.
3. No Changes Required: If no changes are necessary, the Policy Owner will update the policy by adding the new "Review Date" while keeping previous dates, then upload the policy to the Policy Repository, and inform the President's Cabinet that no changes were made.

4. Minor Revisions: Policy Owners may make minor changes (e.g., updating links, references, or position titles) without completing the formal approval process in Section A. Such revisions must include an updated "Review Date" and be uploaded to the Policy Repository. Policy Owners will inform the President's Cabinet that minor changes have been made.
5. Major or Substantive Revisions: Any significant changes to the substance of a policy must follow the development and approval process outlined in Section A (New Policy Development).

C. Policy Rescission

Policy Owners may rescind policies when they are no longer applicable or when their objectives are better achieved through consolidation with another policy. The following steps apply:

1. Approval: The Policy Owner must consult with and obtain approval from the President or Vice President.

Documentation: The Policy Owner shall update the affected policy by adding a text box indicating that the policy has been rescinded, including the rescission date and approval authority. The name of the policy will remain in the Policy Repository for five (5) years, but the content of the policy will be replaced with an applicable text box.

2. Notification of Approval: After final approval and/or signatures are obtained, the President or Vice President shall inform the President's Cabinet of the rescinded policy.
3. Communication: The President, Vice President, or Policy Owner is responsible for notifying the University community of the rescission.