

Effective Date	6/19/2019
Policy Number	GOV-PL-101.0
Sponsor	President
Responsible Office	Office of the President
Next Review Date	6/19/2024

I. REASON FOR POLICY

University policies must be formally reviewed, maintained, and made available to the university community to promote awareness, compliance, and accountability. This policy describes how policies are developed, approved, activated, communicated and maintained at SUNY Fredonia. This policy applies to all individuals, groups, departments, divisions, governing bodies, and committees of the State University of New York at Fredonia.

II. POLICY STATEMENT

The University formally approves, issues, and maintains in a consistent format, official university policies located in a central policy library. Individuals engaged in developing and maintaining university policies must follow the procedures described in this document for drafting, seeking approval, revising, and withdrawing university policies.

PROCEDURES

Fredonia has established a Policy Development and Review Process to achieve consistency, appropriateness, and ease of understanding of, ease of access to, and compliance with university policies. The university charges the University Policy and Project Management Office (PPMO) with the responsibility to manage this process and to assist campus members with compliance to this process. Mandates from external entities that require the creation of a local policy will also follow these procedures.

Initiating a Policy

Any department, division, group, committee or governing body may identify the need for a new policy or a revision of an existing one, but at least one member of Cabinet must agree to be the Policy Sponsor and oversee the development or revision of a university policy. This Requesting Unit works with the Policy Sponsor to draft a Policy Charter. The charter formalizes executive support, the Responsible Office, the Development Team, the timeline, stakeholders and the main ideas of the policy. The sponsor and steward will consider the reason the policy is needed, the impact on the campus and the timeline for its development. The Policy Charter is used to create a new policy or to revise an existing one.

Developing a Policy

The Policy Charter is used to guide the drafting of the actual policy. The Policy Development Team develops the policy and creates a Policy Template. With the Policy Sponsor's approval, The Policy Template is posted on the Policy Website, is announced to the campus as a draft policy and the campus community has 30 days to submit feedback to the Policy Steward. The Policy Steward works with the Policy Sponsor to determine whether and how these responses will be incorporated into the final policy. The Policy Sponsor approves the final draft of the Policy Template. The Policy Sponsor brings the final Policy Template to Cabinet for approval. Cabinet approves the policy, possibly with edits. The policy is then submitted to SUNY Office of General Counsel (OGC) for review. The Policy Template is then updated to include any edits, the date approved by Cabinet, the effective date for the policy and it is signed by the Policy Sponsor. The signed Policy Template is submitted to the PPMO for implementation.

Implementing a Policy

Once approved, the new or revised policy is assigned to the Responsible Office. The Responsible Office establishes any support systems necessary to achieve ongoing compliance and determines a reasonable "Effective Date" to activate the new policy. The Responsible Office also develops and supplies any needed training, procedures, support systems or additional communication required to implement the policy. After the effective date, the PPMO publishes the policy as "active" in the Policy Library and announces the new or revised policy to the campus through a formal email. The policy is communicated, enforced, reviewed and updated as needed. The publication of the policy in the Policy Library and the official announcement of the policy via campus wide email through the PPMO constitutes its formal activation. Policies are published as "single source" and available in the Policy Library, which is the official location of approved policies.

Establishing an Interim Policy

When a policy is needed within a time period that does not allow for complete drafting and review of the policy document as outlined in this document, any member of Cabinet may request the Cabinet to allow activation of that policy on an interim basis.

The Cabinet member will complete a Policy Template form and include the label Interim in the official title of the policy. The PPMO recommends the cabinet member also initiate a Policy Charter to commence the development of a more permanent policy.

Withdrawing a Policy

Any member of Cabinet may deem it appropriate to withdraw an existing policy and will inform the Cabinet of this intent. With approval from Cabinet, the PPMO will remove the active policy from the Policy Library and issue an announcement of a withdrawn policy.

Applying Policies to Unique Administrative Arrangements

The policies outlined in this document apply across the university; however, if the Cabinet agrees, the procedures that support those policies may be tailored to the special administrative arrangements of a unit. Cabinet reserves the right to enact a condensed approval window for changes that are immaterial, required by law, pursuant to SUNY policy or for any other reason at their discretion.

RESPONSIBILITIES

Policy Development Team

Guided by the policy proposal approved by the Cabinet, provide technical assistance to the Policy Steward in drafting a policy.

Requesting Unit

The Requesting Unit is the department, division, group, committee or governing body that is requesting a policy be created or revised. This group seeks a member of Cabinet to be the Policy Sponsor and initiate a Policy Charter to formalize the policy development process.

Cabinet

The President's Cabinet applies an institutional perspective to the review and approval of policy proposals and, upon the recommendation of the PPMO, of full policy drafts of both new and substantially revised policies. Cabinet approves policy proposals, drafts, interim policies, policy withdrawals and the main ideas of the policy framework followed by the PPMO.

Policy Sponsor

The Policy Sponsor is accountable for the content of policy documents, namely the provisions and requirements of, and compliance with university policies under his or her jurisdiction. Accordingly:

- Identify the need for and purpose of a policy in relation to a subject that falls under his/her jurisdiction
- Designate a Policy Steward to develop and administer the policy
- Determine how stakeholder comments on drafts of the policy should be incorporated
- Approve final drafts of all policy proposals and policy documents before they are presented to the Cabinet, PPMO, stakeholders, and the university community for review, approval, comment, promulgation, or compliance
- Present policy documents, including policy proposals, to the Cabinet
- May request that a policy be promulgated on an interim basis
- Conduct timely reviews of existing policies under his or her jurisdiction
- Where appropriate, advise Cabinet of intent to withdraw an existing

Policy Steward

The policy steward acts as the project manager for a policy in the development or revision stage. The steward leads the Policy Development Team in the creation or editing of a formal university policy.

- When requested by the Policy Sponsor to develop a policy, form an editorial committee to provide technical assistance. This group is responsible for researching the issue, writing the content of the policy proposal and writing all drafts of the policy.
- Guided by the approved policy proposal and assisted by the Development Team, draft the policy.
- Work with the PPMO in putting policy drafts through the standard policy review cycle and making the resulting changes to the document.
- At appropriate times in the policy drafting process, in consultation with the Responsible Executive, seek, and, consider incorporation of stakeholders' input.
- Consult with the Policy Sponsor while drafting a policy, so that the content continues to reflect the policy's original purpose.
- Lead the establishment of any new support systems needed to achieve community compliance with new or substantially revised policies.
- Inform the university community on new, revised, or withdrawn policies, and provide training as necessary.

Responsible Office

The Responsible Office is the office, department, committee, or position ultimately responsible for overseeing an active policy. This includes:

- Enforcing the provisions of a policy
- Answering questions related to a policy
- Achieving compliance with any applicable laws
- Training the campus community on a new policy
- Maintaining its procedures
- Consulting with the Policy Sponsor to update existing policies
- Making recommendations to withdraw outdated policies
- Reviewing and revising policies every five years, or sooner, as specified in each policy

Stakeholder

A stakeholder is a member of the campus community who has a stake in a particular policy. All members of the university campus community are policy stakeholders in that they are impacted by policy they are required to follow. The campus community is invited to give input on all policies in development and also to suggest new policies that may be needed at the university.

Policy and Project Management Office (PPMO)

The unit of the President’s Office responsible for overseeing this Policy Development and Review Policy (PDRP) and maintaining the Policy Library. The PPMO keeps cabinet informed on policy charters, drafts, policies ready for approval, revisions and proposals to withdraw policies. The PPMO sends a monthly email during the academic year (September to May) to inform the campus on policies for review, newly approved policies and withdrawn policies.

III. RELATED DOCUMENTS, FORMS AND TOOLS

[Policy Development Process Chart](#)

[Policy Charter](#)

[Official Policy Template](#)

WEB SITE ADDRESS FOR THIS POLICY

- Policy Library: <http://policy.fredonia.edu/>
- Office of Policy and Project Management: www.fredonia.edu/its/ppmo

IV. DEFINITIONS

[Glossary of Policy Terms](#)

V. CONTACT & ENFORCEMENT

ROLE	CONTACT	PHONE	EMAIL - Website
Responsible Office	Office of the President	(716) 673-3456	president.office@fredonia.edu
Enforcement	Office of the President	(716) 673-3456	president.office@fredonia.edu
Policy	University Policy Office	(716) 673-4828	policy@fredonia.edu policy.fredonia.edu