

Office of Policy and Project Management

Active Policy

A promulgated policy that is published in the Policy Library and is purposefully enforced by the Cabinet.

Approved Date

Indicates date when the policy was formally approved by Cabinet.

Cabinet

Standing committee of university executives who provide institutional review and approval of final drafts of proposed, full policy documents. The committee members include the President, Vice Presidents and the direct reports to the President.

Compliance

Processes developed to enforce a policy.

Effective Date

Indicates date when the policy was, or will be, implemented.

Entities Affected by This Policy: All entities of the university are governed by university policies, although some departments may have unique circumstances which require specific members of the university to be identified.

Guideline

A guideline is a general rule or suggestion of advice. Guidelines are not binding and are not enforced.

Impact Statement: State clearly the problem this policy is targeting. State what legal, regulatory, financial, operational, accreditation, technological, and/or social requirements this policy addresses. Identify what advantages this policy will bring to the university.

Interim Policy

Provisional policy document issued when a university policy is needed within a time period too short to complete the process described herein. Is in effect for at least 6 months with possible extensions of six-month increments. In the case of a new policy, this document comprises the sections on the front page of the policy document template with information from the approved policy proposal. When the Cabinet has approved the policy proposal proposing substantial revisions to an existing policy, the interim policy may comprise the full document.

Next Review Date

The date the policy should be reviewed for current relevancy. By default, all policies will be reviewed every five years. Some policies need to be reviewed more frequently by mandate. The policy will still be active beyond its review date.

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Policy

A policy is an official university directive that mandates requirements of or provisions for members of the Fredonia community, and provides procedures for implementation. It has broad application throughout the university. It enhances the university's mission, reduces institutional risk and/or promotes operational efficiency. Policies are binding and enforced.

Policy Charter

Brief, confidential document that proposes a new policy or major revisions to an existing policy. The document describes the background, justification, and the likely impact of the new or revised policy. It is presented by the Responsible Executive to the Cabinet.

Policy Development and Review Policy (PDRP)

The PDRP is a university policy that governs the creation, revision and withdrawal process for university policies.

Policy Development Team

A group of stakeholders who will develop a specific policy along with the sponsor. The Responsible Office should be represented in this team.

Policy Library

An online public directory of active policies.

Policy Principles

An expansion of the Policy Statement, this section of the policy document details the policy's substance, namely its core provisions or requirements.

Policy and Project Management Office (PPMO)

The unit of the President's Office responsible for overseeing the PDRP and maintaining the Policy Library.

Policy Sponsor

A cabinet level member who is overseeing the policy development or revision process.

Policy Statement

The actual statement policy, namely its core provisions or requirements.

Policy Steward

A 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.

Policy Template

A template used by the Policy Development Team to draft a new or revised policy.

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Practice

Customary ways of conducting business, managing operations or performing tasks. Practices are typically informal.

Principle

A fundamental truth or belief that serves as the basis for a policy, procedures, and other conduct.

Procedure

A set of established instructions, steps, or methods for the implementation, enforcement or administration of a university policy. Procedures are action-oriented and describe how an intended outcome is accomplished. A procedure is sometimes called a process. Procedures may be mandated by a policy.

Process

A high-level, broad, or multi-faceted operation within the university. A series of actions or steps taken in order to achieve a particular end. For example, the admissions process.

Promulgation

Official declaration that a policy is in effect.

Reason for Policy

Statement that summarizes why the policy exists. It identifies the institutional risk, university mission or value, or any legal or regulatory requirements the policy addresses.

Requesting Unit

The department, division, group, committee or governing body that is requesting a policy be created or revised.

Responsible Office

The Responsible Office is the office, department, committee, or position ultimately responsible for overseeing an active policy, 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 and/or maintaining its procedures.

Scope

This term identifies who and/or what is affected by a policy or procedure, such as “all divisions, departments and academic units of RIT,” “all regular employees,” or “graduation requirements for all degree programs.”

Stakeholder

A member of the campus community who has a stake in a particular policy.

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Standard

A standard is a formal benchmark for a level of quality. An idea or thing used to measure, a norm or model for comparative evaluations.