Policy Development & Adoption Policy

I.   Introduction

In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

II.   Purpose

This policy was created to establish a formal process for the development and adoption of institutional policies.

III.   Definitions (if any)

Policy – A policy is a governing principle that establishes a standard for action. It enhances the institutional mission, reduces risk and /or promotes operational efficiency and compliance with any applicable laws and regulations. A policy may direct functions in a specific operating unit and/or have institution-wide application. Policies are not considered effective until they have been reviewed and approved through the official process. Approved policies are meant to guide the institution strategically, and are not frequently changed.

IV.   Policy

Pursuant to the University's authority to create policies and procedures which ensure compliance with the policies of the BOR of the University System of Georgia (USG), Albany State University (ASU) adopts the following procedural guide for the submission, approval and publication of all university policies.

ASU adheres to all policies of the BOR, the governing authority over all USG system institutions. While ASU encourages departments to post their specific departmental policies on dedicated departmental web pages within the ASU website, any conflicts between departmental, university and/or BOR policies are subject to the following governing hierarchy: BOR policy, ASU policy, and departmental policy.

Procedures for Proposing and Implementing a Policy

1) All proposed policies will be reviewed by the institution's Policy Review Committee (PRC). The PRC is an interdisciplinary team inclusive of faculty, staff and student representatives. Any of the institution's governing bodies may submit a new or revised policy to be reviewed by the PRC. Proposed policies must be properly formatted using the institutional template. The PRC reserves the right to solicit feedback from the relevant constituent group(s) regarding any policy submission. The policy should exhibit cross-group appeal and have the support of faculty, students and staff, as appropriate, which ensures a better chance of

successfully navigating the approval process. Possible constituent groups that *may* be utilized when contemplating the revision or creation of policy include the following:

   a. ASU Executive Cabinet
   b. ASU Class Officers
   c. ASU Pan-Hellenic Council
   d. Athletic Advisory Committee
   e. Chairs' Council
   f. Deans' Council
   g. Faculty Senate
   h. Staff Council
   i. Student Activities Advisory Board (SAAB)
   j. Student Government Association (SGA)

Any proposal for a new or revised policy should be submitted to the Chair or Co-Chair of the Policy Review Committee (PRC). The Chair or Co-Chair will conduct an initial review of the proposed policy to determine (1) formatting compliance with the policy template and (2) clarity and basic adherence to the section topics in the policy template. If major revisions are needed, the reviewer will work with the individual or organization to make needed corrections. When the proposed policy meets these minimum requirements, it will be distributed to the PRC members for review, and also added to the PRC agenda for review at the next regularly scheduled PRC meeting. Please note: the committee members must have at least five (5) business days to review the policy before it is added to the PRC agenda.

2) At the next regularly scheduled meeting of the PRC, the proposed policy will be reviewed. The members of the PRC can accept the proposal, revise it, or under special circumstances, reject it. A majority vote of the members is needed to decide; provided, however, slim margins which reflect major divisions may justify reconsideration by the Committee.

   a. If the PRC accepts the policy (with only minor edits or corrections), a copy will be sent back to the representative of the constituent group(s) within five (5) business days of review, with a notice that the proposed policy will be posted to the policy review web page for campus- wide comments within five (5) business days of notification to the group.
   b. If the PRC determines that substantial revisions are needed to the proposed policy, the submitter or a representative of the constituent group will be invited to meet with the PRC to explain/clarify issues or concerns of the committee. The PRC will then vote on the proposed policy. If substantial revisions are approved by the PRC, a copy of the revised policy shall be returned to the representative within five (5) business days with an explanation as to the reasons for the change. After return to the representative, the PRC shall wait five (5) business days before posting the policy to the review web page for campus-wide comments.
   c. The PRC can reject the proposal only if it does not meet the criteria for a policy, is not in compliance with current laws and policies, or does not align with the mission or strategic vision of the University. If a policy proposal is rejected by the PRC, a detailed explanation which clearly delineates one of the above approved reasons for rejection will be provided to the submitter within five (5) business days of the Committee's decision. The individual or constituent group can revise and resubmit the policy or submit a written petition to Legal Affairs for presentation to the Executive Cabinet

(hereinafter "Cabinet") within thirty (30) days of the rejection by the PRC. Review by the Cabinet can be exercised pursuant to whatever mode of deliberation is most feasible—email communications, teleconference, etc.—with an official vote entered into the minutes of the next regularly scheduled Cabinet meeting. A majority vote of the Cabinet is final.

3) Once a proposal is accepted and notice given to the appropriate constituent group, the Chair of the PRC will post the proposed policy to the website and send out a campus notice via ASU info, requesting comments and feedback. The proposal will remain posted for 30 days excluding months when many faculty and students are absent from campus. The schedule, subject to changes in the official University calendar, will be as follows:

Proposal Received	Comment Period During Specified Month
January	February
February	March
March	April
April	September
May	September
June	September
July	September
August	September
September	October
October	November
November	February
December	February

4) At the end of the posting period, the Chair of the PRC returns the proposal and all comments collected to the PRC at their next regularly scheduled meeting.

5) The PRC can then accept, revise or reject the proposal based on comments received, coupled with the collective professional judgment of the Committee.
   a. If revisions are significant, the Committee may elect to submit the revised proposal for campus comments for an abbreviated period of time (no less than ten (10) calendar days).
   b. If the PRC elects to reject the proposal, notification will be sent to the constituent group.
   c. If the PRC accepts the proposal, it will be forwarded to the Cabinet for final endorsement.

6) A majority vote by the Cabinet is final. If rejected by the Cabinet, the PRC will notify the constituent group. If accepted by the Cabinet, the PRC will post the policy to the policy website and notify campus constituents, particularly constituent groups who sponsored.

7) It is desirable for policy proposers to obtain endorsements from relevant groups or individuals who have expertise in the policy content or who will be responsible for policy implementation or approval.

Expedited, Emergency or Interim Policies

Expedited, emergency or interim policies may be justified under special circumstances, including, but not limited to: the health and welfare of the university community, regulatory requirements which mandate a time-sensitive compliance deadline, cases involving university liability, advice of legal counsel, or other fully defined emergency situations. Such policies may be submitted for approval by the Cabinet without the benefit of campus review, and shall have the same force and effect of a fully vetted university-wide policy for one calendar year following the expedited approval. At the end of the calendar year, said policy shall "sunset" unless processed for approval through standard notice to the campus and an opportunity for campus feedback within the required 30-day period.

V. Exceptions

None unless otherwise officially directed.

VI. Applicability

ASU Campus Community
ASU Faculty and Staff

VII. Accountability

Albany State University Office of the President

VIII. Contacts

Albany State University Chief Legal Affairs Officer

IX. References

The ASU Policy Template is to be used by all ASU departments in the development of a new policy.

Last Update

Aug 2019