

## **University Policy Making Guidelines**

The purpose of these Guidelines is to outline a process for the effective and consistent development, approval, publication, and management of University Policies, and to provide guidance on the elements of an effective policy. Accessible and well-developed policies will also promote efficiency and accountability and minimize institutional risks. These Guidelines are designed to promote expeditious policy development, approval, and management while allowing for robust debate and discussion of draft policies.

### **Definitions**

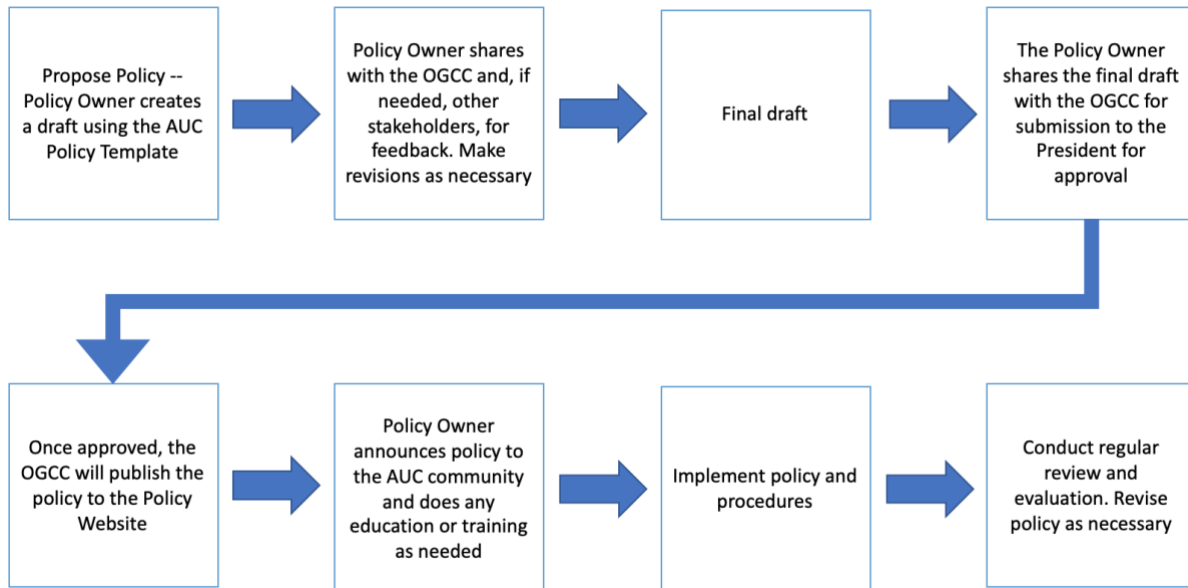
“Policy Owner” is the individual accountable for and charged with the responsibility for creating, sponsoring, implementing, enforcing, and updating the subject University policy, and developing/recommending relevant communication, education, and training and monitoring the effectiveness of a policy.

“Responsible University Office” is the supervisory office that will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, its issuance, regular review and timely updating, under the direction of the Policy Owner.

“Policy Website” is an electronic portal where all University policies will be electronically published and kept continuously current. The portal will be appropriately secured against tampering, yet easily accessible from the University’s home page, and will contain, in an organized manner, a compendium of current University policies.

### **Policy Development and Implementation Steps**

1. The Policy Owner is responsible in the first instance for developing a draft policy or revising a current policy (“Draft”) in consultation with key stakeholders. At any time in the drafting process, the Office of General Counsel & Compliance (“OGCC”) is available for consultation. The [policy template](#) provides a good starting point for the drafting and formatting of the Draft.
2. The Policy Owner will share the Draft with the OGCC, which will review the proposed policy for form, legal sufficiency. If needed, the Policy Owner will manage further coordination or consultation with the Administration, senior leadership members and officers, and the AUC community.
3. Once complete, the Policy Owner will share the final Draft with the OGCC to submit the Draft for the President’s approval.
4. Following approval by the President:
  - a. The OGCC shall publish the University policy electronically to AUC’s Policy Website; and
  - b. The Policy Owner shall appropriately communicate the policy to the University community and oversee its implementation.
5. A proposed new or revised policy becomes an official policy of the University and goes into effect:
  - a. Upon approval by the President (or, for policy revisions of a minor or purely technical nature, the OGCC, and the Policy Owner) *and* publication in the AUC Policy Website; or
  - b. Upon such other date as the President and Policy Owner shall specify.
6. The President may judge that a proposed University policy is of sufficient significance as to merit the attention, review and/or approval by the Board of Trustees, one of its standing committees, or the Chairman of the Board prior to becoming effective. For example, and not by way of limitation, most governance-related policies will merit such attention.



### Policy Development Standards

1. The University will publish all policies within, or linked to, AUC's Policy Website.
2. Individual units, departments, or schools have the authority and the responsibility to publish their own internal procedural rules, standards, and guidelines applicable only to their own operations, as may be necessary or useful for the good order and discipline of those units, and which otherwise do not apply across the University. Such individual unit rules are not included within the scope of these Guidelines. Nevertheless, individual units are responsible and accountable to develop, revise, promulgate, and uphold rules in accordance with similar high standards of clarity and accessibility to all, and to ensure consistency with University policies and administrative approval processes. Units may refer to the [policy template](#) for suggested content and format.
3. Every University Policy must include the name and title of the Policy Owner. It is the Policy Owner and the Responsible University Office's responsibility to implement and enforce the policy. In the case of change of incumbents or responsibilities of a Policy Owner, the manager and his/her successor share the immediate accountability to update the policy and submit the new version to the OGCC for publishing on the AUC Policy Website.
4. The Policy Owner should draft the policy in clear and concise terms. It should contain sufficient information to clarify the intent of the policy and its operational implementation, without excessive length or complexity.
5. The University Administration reserves the right to amend, modify, delete, or add any policy at any time in order to meet the needs and best interests of the University in order to comply with law, or for any other reason the University may determine.
6. Nothing in these Guidelines diminishes or interferes with the ultimate authority of the University's Board of Trustees to adopt, rescind, modify, amend, or replace any University policy on any subject, including the Board of Trustees' Bylaws, resolutions, or "policy" statements by the Board of Trustees pertaining strictly to Board of Trustees, or wider University administrative matters or operating procedures.