



01.001: Formulating and Issuing a University-Wide Policy

Responsible Executive: General Counsel
Responsible Office: Office of the President
Related Policy: 01.002
Approved-On Date: December 04, 2002
Effective Date: December 04, 2002
Revision Date: April 17, 2003

Policy Statement

It is Norfolk State University's policy to document and communicate official policy statements in a consistent format throughout the University. All official policy statements will be published and distributed on the Web, at <http://www.nsu.edu/policies> in addition to retaining hardcopies in respective policy and procedure manuals. New policy statements, and revisions to existing statements, will be issued when necessary.

Every policy must fall within the jurisdiction of an executive area. Deleted policies, i.e. policy sought to be repealed, and procedures must be repealed as described in the Procedures section below. This policy applies only to University-wide policies subject to approval by the Executive Cabinet and heads of executive areas. Board of Visitor's policies will be identified as such and codified through a process to be promulgated by the Board.

Purpose

This policy establishes guidelines for the initiation, review, approval, and publication of Norfolk State University policies. These guidelines also provide for on-going review, modification, and elimination of existing policy and procedures.

Procedures

It is important to understand what constitutes a University-wide policy and University operating procedures.

I. What is a University-wide Policy?

A University-wide policy is defined by all of the following criteria:

1. It has broad application throughout the University.
2. It helps ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university's mission, or reduces institutional risks.

3. It mandates actions or constraints and contains specific procedures for compliance, and articulates desired outcomes.
4. The subject matter requires university president and/or executive officer review and approval for policy issuance and major changes.

II. Policy versus Operating Procedures

For those who merely need to know the university's policy on a given question, the "Policy Statement" and the "Reason for Policy" on the first page of each document can easily be excerpted to fulfill that need. However, the official versions of university policies will also include the operating procedures.

III. Formulating and Approving a Policy

Under the direction of the responsible executive, an office wishing to propose a new policy must:

1. Draft a policy statement, a reason for the policy, and an impact statement.
2. Submit these documents to the responsible executive who will then submit them to the Executive Cabinet for review and approval.¹
3. Upon approval, establish an editorial group to formulate the entire document using the University's policy template.
4. Present the policy document to the responsible executive who will then seek its final approval from the Executive Cabinet. It is imperative that new or revised policy and procedure drafts be circulated to all interested parties, both individual and groups, for review and comments.
5. To ensure that new policy and procedure statements, and revisions thereof, are reviewed properly, a signature page containing the names of the reviewers should accompany the policy through the approval process.

IV. Disseminating an Approved Policy

1. The respective vice president will e-mail a copy of the policy to President's Office the same day the policy is approved by the Executive Cabinet.
2. The President's Office will check the policy for initial compliance with the policy template and contact the document specialist to verify the proper policy numbering.
3. The President's Office will e-mail the policy to the following:
 - a. Director of News & Media Relations

¹Note that policies to be discontinued must undergo this same process. In other words, a policy must be formulated as provided here which "repeals" the particular policies sought to be repealed. This process should ensure the identity of all policy. Said another way, unless there is a policy that specifically, or by implication, repeals a particular policy that has been adopted, the adopted policy is the official policy of the University.

- i. Post on “Message of the Day” the policy statement, responsible office and available date to access the policy on the web (date provided by the President’s Office – approximately 1 week from approval date)
- b. Respective vice president (for office file)
 - i. Familiarize/train office staff and/or respective areas involved with policy implementation
- c. EIS Director (FYI)
- d. Document Specialist
 - i. Perform second check for compliance with policy template
 - ii. Store policy as Microsoft Word file for future retrieval (centralization of storage)
 - iii. Convert policy to Adobe Acrobat PDF and forward to webmaster for posting to Norfolk State University website.
4. The webmaster will email the President’s Office requesting approval to post policy.
5. The President’s Office will e-mail the webmaster with its approval to post.
6. The webmaster will immediately post the policy to Norfolk State University’s website for public access.

V. Required Components of a University Policy and Procedure

The document must include the following FIVE primary sections as a minimum. Other sections deemed necessary (such as definitions) may be added to the document.

A. Header Information

1. Appropriate reference number and a short title for the policy and procedure (see the policy on policy numbering system 01.002)
2. Responsible executive and responsible office
3. Approved on date and effective date
4. Reference number of any related policies

B. Policy Statement

1. States Norfolk States University’s position, values, and beliefs on various topics.
2. Provides the logic for the policy, and describes the expected outcomes.
3. Establishes legal and ethical evaluative criteria for assessing appropriateness of actions.

C. Purpose

1. Describes why this policy has been developed.

D. Procedures

1. Identifies the participants and their responsibilities, lines of authority, and the materials and documents needed to carry out the policy.
2. Specifically describes protocols, practical methods, or step-by-step instructions, explaining how to carry out the policy.

E. Footer

1. The footer should contain the policy reference number and its short title
2. The policy should also be paginated as shown in the template.

VI. Organization and Format of a University Policy

The following formatting rules will provide a readable, uniform display of the policy across a wide range of web browsers. This policy illustrates the application of these rules.

1. The title of the policy statement should be informative.
2. Any of the primary sections may be organized into sub-sections, which may in turn have sub-sections.
3. All sub-sections will be provided with titles and identified by sequential capital Roman Numerals, starting with “I” for the first sub-section of each main section.
4. All sub-sub-sections will be provided with titles and identified by sequential capital letters, starting with “A” for the first sub-section of each sub-section.
5. All section, sub-sections, and sub-sub-section titles will be presented in boldface.
6. Select words and phrases may be emphasized by using boldface. Italics will not be used for emphasis, because they are harder to read on-screen. Underlines will not be used for headings, or for emphasis, because of possible confusion with selectable links in the on-line version.
7. The document will use Times New Roman 12-pt font.
8. All cross-references to other policy and procedure statements, on-line forms, and web pages will be selectable links in the on-line version.

VII. Content Considerations

The policy and procedure should be brief and user-friendly. The author of a University policy and procedure should be sensitive to the following issues:

1. Legal and ethical implications
2. Fiscal implications
3. Personnel or human resources issues

4. Gender and diversity considerations
5. Simplicity in technical explanations
6. Cross reference of related policies

VIII. Policy Numbering System

Policy 01.002, “Policy Numbering System,” provides guidelines for assigning reference numbers to a new policy and procedure.