

Policy on Policies

Policy Title	Policy on Policies
Policy #	01.101.2
Policy Owner	Vice President for Administration and Finance; President of the Faculty Senate
Contact Information	Questions regarding this policy should be directed to the Vice President for Administration and Finance (401) 874-2433 or the President of the Faculty Senate at (401) 874-5176
Approved By	University Administrative Policy Committee and the Faculty Senate
Effective Date	March 8, 2022
Next Review Date	No later than March 31, 2027
Who Needs to Know About this Policy	All faculty and staff at the University
Definitions	<p>Academic Policy. Any University policy pertaining specifically to:</p> <ul style="list-style-type: none"> • Educational matters relating to teaching, research, and study, and student exercise, discipline, and government, with such matters including, without limitation, academic standards (e.g., standing, admission, dismissal, attendance, grading), the University calendar, University-wide curriculum matters, and research and patent policy as they may affect the faculty as a whole over which the Faculty has shared governance with the University President in accordance with RIGL 16-32-10 and Article II of the Faculty Senate Constitution; • Student activities, and which are intended to advance the educational purposes of the University and to promote satisfactory discipline and behavior. <p>Administrative Policy. Any University policy other than an Academic Policy. Administrative Policies control University business operations, infrastructure, workplace behavior and standards, safety and compliance, and similar areas.</p> <p>Administrative Policy Committee. A Presidential committee charged with reviewing and approving new Administrative Policies and any changes to existing Administrative Policies.</p> <p>Policy Owner. The University position responsible for developing a particular policy, ensuring its accuracy and relevance, and for producing timely revisions to the policy.</p> <p>Procedures. A statement of <i>how</i> to comply with a given policy. Procedures change more often than policy and are set forth in a companion document to the related policy with identified steps for implementing and complying with a policy.</p>

	University Manual. A University document that sets forth the structure, rights, regulations, and practices that govern University life that are created through the framework of shared governance between the university faculty and administration per RIGL § 16-32-10.
Statutes, Regulations, and Policies Governing or Necessitating This Policy	RIGL § 16-32 (“University of Rhode Island”) RIGL § 16-32-10 (“University of Rhode Island; Award of degrees – Curriculum and government”) URI Faculty Senate Constitution Article II—Powers University of Rhode Island Board of Trustees, Bylaws Board of Trustees Policy on Policies
Reason for Policy/Purpose	To ensure that the University’s policies are uniformly and consistently developed, approved, reviewed, and revised as needed in conformity with applicable statutes, regulations, and standards.
Forms Related to this Policy	<i>(Administrative) Policy Template</i> <i>(Administrative) Procedures Template</i>

Policy Statement

A policy is a high-level statement of guiding principles and standards that articulates an institution’s values, communicates behavioral expectations, standards, and requirements related to a specific topic or area, or that otherwise provides guidance or rules for any component of an institution’s operations. This policy pertains to the development and approval of policies at the University of Rhode Island (also, “University”), and, as such, provides guidance on both Academic and Administrative policies in order to provide transparency as well as coordination in the policy development process across the University.

Authority

Approval of University policies will be:

- In the case of Academic Policies, by the Faculty Senate and the President, consistent with RIGL § 16-32-10 and Article II of the Constitution of the Faculty Senate, except where approval by the University of Rhode Island Board of Trustees is required or appropriate.

In the case of Administrative Policies, by the Administrative Policy Committee, except where approval by the University of Rhode Island Board of Trustees is required or appropriate.

Development and Format

Policy Owners are charged with overseeing the initial development, regular review, and timely revision of policies related to their area of responsibility. Policy Owners shall be noted as positions, not named individuals.

- Academic Policies shall be developed through processes outlined in the University Manual (see University Manual, Chapter 11). All Academic Policies shall be in the form consistent with the general form of the University Manual, as controlled by the Faculty Senate.
- Administrative Policies shall be developed by the particular units that manage the operational area of concern for that policy. The form and content of Administrative Policies shall be consistent with the policy template developed by the Division of Administration and Finance.
- All University Policies must be consistent with applicable federal, state, and local law and regulations.

Review and Approval

All new and revised policies require approval.

- New Academic Policies or material changes to existing Academic Policies require approval by the Faculty Senate and the President, and by the University of Rhode Island Board of Trustees where approval by the Board is required or appropriate. Once approved by the President, or the University of Rhode Island Board of Trustees if required, the policy may be incorporated into the University Manual, with the information regarding this new policy or change disseminated to the University community and/or specific stakeholder groups, as appropriate.
- New Administrative Policies or material changes to existing Administrative Policies require approval by the Administrative Policy Committee, and by the University of Rhode Island Board of Trustees where approval by the Board is required or appropriate. Prior to submission for such approval, draft policies must be reviewed by any office(s) directly responsible for implementing a substantive aspect of the policy. Additionally, to the extent such policy or change in policy is not mandated in law or regulation, stakeholder groups likely to be materially affected by the proposed policy or change in policy shall be given the opportunity to review and comment on the proposed policy or change to policy. The development process for new or revised policies shall be managed by the Division of Administration and Finance, which shall maintain a working group responsible for stakeholder review and for recommending policies to the Administrative Policy Committee. Once approved by the Administrative Policy Committee, or the University of Rhode Island Board of Trustees if required, the new policy or change will be disseminated to the University community and/or specific stakeholder groups, as appropriate.

Training

If training on a new policy or revisions to a policy is necessary or advisable, the Policy Owner (or proposing unit) will work with Human Resources Management (for staff), the Vice Provost for Academic Affairs (for faculty), and/or the Vice President of Student Affairs (for students), as applicable, to identify, develop, or otherwise make available appropriate training for the University community or relevant subgroup within the University community.

Review/Revision

Academic Policies shall be reviewed per procedures found in Chapter 11 of the University Manual.

Each Administrative Policy will state on its face a “Next Review Date” by which the policy will be reviewed by the Policy Owner and then by the Administrative Policy Committee should the policy revision include material changes.

Any University policy must be reviewed when there are changes in law, statute, or regulation, as well as changes to any University of Rhode Island Board of Trustees policy, that might affect the provisions of that policy. Reviewed and revised policies shall be submitted through the same approval process as a new policy.

Repository and Archiving

Academic Policies are instituted as elements of the body of the University Manual, with a notification within the University Manual (Appendix G) that Administrative Policies are found at the University’s Administrative Policies webpage (www.uri.edu/policies).

Administrative Policies are maintained at a central webpage as the single repository for these policies, with a notification that Academic Policies are found within the University Manual.

All previous versions of amended or revised Policies must be archived. If a Policy Owner concludes that a policy within their oversight has no continuing applicability, the Policy Owner may propose retirement of the policy through the same review and approval channels set forth above for approval of policies. Retired Academic Policies shall be incorporated into archived versions of the University Manual. Retired Administrative Policies will be archived but accessible from the University Policy Website (www.uri.edu/policies).

Additional Information

Nothing in this policy limits the authority of the University to issue, amend, or withdraw a policy.

Exceptions

None

Policy Review and Revisions

(Versions earlier than the first policy number may be paper only)

Policy #	Effective Date	Reason for Change	Changes to Policy
#80-1 (“Establishing Administrative Policy”)	September 2007	n/a	n/a
01.101.1	August 5, 2019	Update needed to #80-1	Clarification and descriptions of policy types; removal of procedures
01.101.2	March 8, 2022	Request for review	President of Faculty Senate added as owner; Clarification of division between Administrative and Academic policies.