

Policy on Policies

Policy Title	Policy on Policies
Policy #	01.101.1
Policy Owner	Vice President for Administration and Finance
Contact Information	Questions regarding this policy should be directed to the Vice President for Administration and Finance (401) 874-2433
Approved By	University Administrative Policy Committee
Effective Date	August 5, 2019
Next Review Date	No later than March 31, 2026
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"> • Student activities, and which are intended to advance the educational purposes of the University and to promote satisfactory discipline and behavior; • 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. <p>Administrative Policy: Any University Policy other than an Academic Policy.</p> <p>Administrative Policy Committee: The administrative officers reporting directly to the President of the University and designated by the President as the “Administrative Policy Committee.”</p> <p>Federal Policy: A written policy established by Federal statute, regulation, or the Federal authority or agency having jurisdiction over a specific subject, as applicable to the University.</p> <p>Policy: A high-level statement of guiding principles and standards that articulates the institution’s values and communicates behavioral expectations and requirements related to a specific topic or area.</p> <p>Policy Owner: The University office or official responsible for developing a particular policy, which includes dissemination of and communications related to the policy, and timely revisions to the policy.</p> <p>Policy Template: The standard format that Policies must follow (can be found on the University Policies webpage).</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</p>

	<p>related policy with identified steps for implementing and complying with a policy.</p> <p>Procedures Owner: The University office or official designated by the related policy as responsible for developing and administering the procedures for implementing and complying with the related policy, and timely revisions to the procedures.</p> <p>Procedures Template: The standard format that Procedures must (can be found on the University Policies webpage).</p> <p>State Policy: A written policy established by State statute, regulation, or the State authority or agency having jurisdiction over a specific subject, as applicable to the University.</p> <p>University: The University of Rhode Island</p> <p>University Manual: The collection of policies and procedures created through the framework of shared governance between the university faculty and administration.</p> <p>University Policy: A policy with broad application across the University or to major components of the University, which addresses compliance with laws, regulations and/or internal standards, promotes operational efficiencies, or seeks to reduce institutional risk. A policy explains <i>what</i> is required and <i>why</i>. A policy changes infrequently.</p>
<p>Statutes, Regulations, and Policies Governing or Necessitating This Policy</p>	<p>RIGL 16-32, "University of Rhode Island." http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-32/INDEX.HTM URI Faculty Senate Constitution Article II – Powers https://web.uri.edu/manual/appendices/appendix-b-constitution-of-the-faculty-senate/</p>
<p>Reason for Policy/Purpose</p>	<p>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.</p>
<p>Forms Related to this Policy</p>	<p><i>Policy Template</i> <i>Policy Content Checklist</i> <i>Procedures Template</i></p>

Policy Statement

Scope of this Policy. This policy pertains to the development and approval of the University's Policies.

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. Related procedures must be approved by the Provost and Vice President for Academic Affairs and the Executive Committee of the Faculty Senate.

- 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. Related procedures must be approved by the Vice President to whom the Procedures Owner reports.

Development and Format. Policy Owners are charged with overseeing the initial development and regular review and proposed revisions of Policies related to their area of responsibility.

- The form and content of University Policies shall be consistent with the Policy Template referenced below and include all of the required elements as shown on that Policy Template.
- All University Policies must be consistent with applicable federal, state, and local law and regulations.
- Until finalized and approved, in accordance with the procedures described below, all policies shall be clearly marked and labelled as “Draft” by watermark or other prominent and conspicuous method.
- New **Academic Policies** may be recommended by the Faculty Senate to the President and to the University of Rhode Island Board of Trustees when required or appropriate, in accordance with the procedures set forth in the Constitution of the Faculty Senate. Each Policy must follow the format of the Policy Template, should generally not include Procedures, and should be drafted in clear, concise language.
- New **Administrative Policies** may be proposed by individual departments, colleges, schools, institutes, or other administrative and operating units and must be sponsored by the Vice President with oversight of the proposing unit or the President in the case of units reporting directly to the President rather than a Vice President. Each Policy must follow the format of the Policy Template, should generally not include Procedures, and should be drafted in clear, concise language.

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.
- **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 should be given the opportunity to review and comment on the proposed policy or change to policy. The Policy will then be submitted to the vice president responsible for the proposing unit for final review and consent before submission to the Administrative Policy Committee. Once approved by the Administrative Policy Committee or the University of Rhode Island Board of Trustees as required, the policy may be disseminated to the University community.

Training. If training on a new Policy or revisions to a Policy is necessary or advisable, the 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 develop or identify, and provide or make available, appropriate training for the University community or relevant subgroup within the University community.

Review/Revision. Each Policy will state on its face a “Next Review Date” by which the Policy will be reviewed by the Policy Owner and Administrative Policy Committee. Each Policy will also be reviewed when there are changes in law, statute, or regulation that might affect it or changes in State, Board of Education, or the University of Rhode Island Board of Trustees (see “Statutes, Regulations, and Policies Governing or Necessitating This Policy,” above) that might affect the provisions of the Policy. The Policy Owner will submit the reviewed Policy through the same approval process as a new Policy incorporating any proposed changes or updates and proposing a new “Next Review Date.”

Archiving/Prior Versions. If the Policy Owner concludes that a Policy within its oversight has no continuing applicability it may propose retirement of the Policy through the same review and approval channels set forth above for approval of Policies. Retired Policies will be archived but accessible from the [University Policy Website](#). All previous versions of amended or revised Policies must be archived.

Additional Information.

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

Additional resources can be found in the Procedures related to this Policy on the [University Policy Website](#).

Exceptions

None

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