

## Franklin Pierce University Policy Manual

<b>Policy Title:</b>	<b>Policy on Policies</b>
<b>Section:</b>	University-wide Policies
<b>Effective Date:</b>	October, 2018
<b>Next Review Date:</b>	October, 2021
<b>Responsible Department/Division:</b>	University Administration

### I. Purpose

Franklin Pierce University Policies promote the University's mission, enhance operational efficiency and governance and communicate expectations. Policies are to be easy to find, read, understand and additionally will:

- Achieve accountability by identifying the offices or roles responsible for policies.
- Provide faculty, staff and students with clear and concise guidelines.
- Be presented in a common format.
- Be maintained electronically by the responsible functional area such as Academic Affairs, Student Services, Human Resources, Campus Safety, etc. All University-wide policies are to be maintain centrally on the Human Resources Intranet.
- Be reviewed at a minimum of every three (3) years. Business needs, regulatory, state or federal law may require a more frequent review and revisions or the creation of a new policy.
- Allow for Department-specific policies. However, they may not conflict with University-wide policies.

### II. Scope:

This policy addresses the process for developing, issuing and maintaining Franklin Pierce University policies and applies to all University departments, faculty, staff and students. If there is a difference between a policy and a Collective Bargaining Agreement, the Collective Bargaining Agreement will prevail.

This policy applies to all new University policies that are drafted and/or adopted after this effective date of this policy and all existing policies as they are revised.

This policy does not apply to Faculty and Student Handbooks, the Undergraduate/Graduate catalogues or the CGPS Faculty Protocol, as these initiatives have their own well-defined processes.

### III. Definitions

A policy is a high level statement of guiding principles and standard that articulate the University's values and communicates expectations, internal standards and requirements related to a specific topic area.

A **University Policy** is one with broad application across the University or to major components of the University that enhance the mission, addresses issues of compliance with laws/regulations, reduces institutional risk, and promotes student, staff and faculty safety, success and wellbeing. They will also be published in a common format, be approved by the President, or designee, and be maintained in a central and location.

A **Department/Division-level Policy** is one that applies to a specific department, division, school or location, where the scope of the policy is narrower than that of University policies. Examples include, but are not limited to: a parking policy specific to a campus, a dress code policy specific to a lab, access policy specific to student residence, or an athletic policy specific to teams. Department/Division policies may not be inconsistent with or conflict with or otherwise expand the obligations of University policies.

A **Policy Template** is the standard format University policies covered in the scope of this policy are to follow. It includes a statement of purpose, scope of the policy, any applicable definitions and exclusions, the policy itself, practices and procedures that provide guidance on how the policy is applied, revision dates and a disclaimer that is outlined at the end of this policy.

**Responsible Department/Division** has the authority and jurisdiction to cover the subject matter of the policy.

**Stakeholders** are University community members who may provide input to or be affected by the policy.

#### IV. **Policy**

Responsible departments/divisions are charged with overseeing the initial development, regular review and proposed revision of policies related to their area(s) of responsibility. Approval of University policies will be by Senior Staff, except where the approval by the Board of Trustees is required or appropriate. Department/Division level policies must be approved by the Vice President of the area.

Prior to submission for approval of a University policy, legal review by the University's external legal counsel may be required. Any policy requiring such a review should be coordinated between the Vice President of the responsible area and legal counsel to ensure a cost effective process.

Any training requirements and communication approaches on new or revised policies are to be submitted to the team reviewing the policy prior to it being signed.

#### V. **Practices and Procedures:**

The **Effective Date** of the policy should be recorded in the template. The frequency of reviewing the policy is typically three (3) years. However, if the responsible department/division

is aware that the policy is to reviewed sooner, that date should be noted in the **Next Review Date** section of the template.

All University Policies and Department/Division policies must outline the general steps that will be followed to facilitate meeting the requirements of the policy. These steps are to be clear, concise and easy for users to understand.

**Signatures:** All University polices must be reviewed by Senior Staff and signed by the University President or designated Officer. Department/Division-specific policies are to be signed by the area’s responsible Vice President.

**Revision Dates** are logged at the end of the policy to maintain a history of policy revisions.

The **Disclaimer** paragraph at the end of this template is required by all policies. Human Resource, in conjunction with legal counsel, will provide modification when needed.

When new policies are created or existing policies are updated they are to be communicated to all parties impacted by the policy. Upon final review of the policy, a communication plan must be outlined.

All employees will be expected to review key University and/or Department/Division policies on an annual basis.

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**Signature**

\_\_\_\_\_  
**Date**

**Revision Dates: New Policy**

*Although the University’s policies guide our practices, they are not intended to be conditions of employment. Franklin Pierce reserves the right to revise and/or terminate this policy at any time, for any reason, and to diverge from existing policies as it deems appropriate, in its sole discretion. Nothing in this policy is intended to be or create a contract or promise between the University and any employee, and nothing herein alters the at-will nature of employment. If there is a difference between this policy and a Collective Bargaining Agreement, the Collective Bargaining Agreement will prevail.*