

# University Policy Review and Development Project Overview

*Updated May, 2009*

## **Background and Organization**

The university's existing policies and procedures have guided and served RIT well for several years and many policies have been updated several times. However, some have not been updated in twenty years or more. In addition, RIT's growth and development in recent years, as well as the arrival of new executive leadership in 2007 and 2008, create a timely opportunity to conduct a systematic review of all university-level policies and procedures.

An undertaking such as this requires the leadership of one individual to assume accountability for its management and successful completion. To that end, a temporarily-funded full-time position, Director of University Policy Review and Development (UPRD), was established to be filled by an RIT administrator as a loaned executive on assignment for a term of two years. The start-date for the project is January 1 2009 and the projected end-date is December 31 2010.

The primary accountability of the UPRD director is to lead a core committee to facilitate the review and updating of all university-level policies and procedures. The composition of the core committee includes representatives from:

- Office of the President – *Kit Mayberry*
- Ombuds Office – *Lee Twyman*
- Office of the Provost & Senior VP, Academic Affairs and Dean's Council – *Sue Provenzano*
- Academic Senate/Faculty – *Tom Cornell*
- Staff Council/Staff – *Cheri McKee*
- Student Body Government/Students – *Terisa Chloros*
- Human Resources – *Kathleen Martin (Chair)*
- Student Conduct – *Joe Johnston*
- Global Risk Management Services – *John Zink*
- Office of Legal Affairs – *Bobby Colon*
- Information & Technology Services – *Dave Pecora*

The UPRD core committee will work with four task forces to complete the project. Each of the task forces will be co-chaired by a member of the core committee and another individual not serving on the core committee, and all task forces will be diverse in their representation. Each task force will submit its work to the core committee for review and synthesis. The task forces are:

Section C - University-Wide Policies Task Force  
Section D - Educational/Academic Policies Task Force  
Section E - Faculty Policies Task Force  
Section E - Staff Policies Task Force

John Zink – CC Co-Chair  
Kit Mayberry – CC Co-Chair  
Tom Cornell – CC Co-Chair  
Joe Johnston – CC Co-Chair

## **ICEC Charge to UPRD Core Committee**

The UPRD core committee is accountable to Institute Council Executive Committee and will report its progress, completion, and recommendations to the ICEC on a regular basis. The committee is charged with the following:

### **A. Conduct Initial Review of Current Policies**

- Review current policies for consistency in language, grammar, tone, organizational accuracy, and appropriate cross-referencing
- Compile lists of cross-references and notations for review and approval, as warranted, by ICEC
- Provide approved lists of cross-references and notations to task forces for use in reviewing their assigned sections of the IPPM

### **B. Recommend Future Policy Structure and Processes**

Based on research into best practices, recommend future policy structure and processes to the ICEC. Recommendations should include, but are not limited to, the following:

- Organizational accountability for maintaining the university-level policy website, related materials, and archives
- Separating procedures from policies for purposes of eliminating review and approval of procedures by shared governance. If so, under what conditions?
- Establishing parameters for what constitute department-level policies vs. university-level policies and inclusion in IPPM
- Establishing a “policy on policies,” (i.e., document, in narrative form and illustrate as a flow chart, the process for submitting edits and/or revisions to current policies and proposals for new policies)
- Establishing a consistent format for policy statements
- Establishing regular review cycles for policies and procedures going forward. If so, what guiding principles should apply?
- Enhanced policy website design
- Establishing electronic archives
- Developing protocols for communicating policy changes

### ***ICEC Action Item....Implement Approved Structure and Processes***

### **C. Establish Guiding Principles for Task Forces**

Based on research into best practices and preliminary input, the guiding principles should include, but are not limited to, the following:

- Task force recommendations will reflect ICEC-approved changes and/or additions to policy structure and processes
- Engagement of policy owners in dialogue
- Substantive focus, not editorial
- Incorporation of cross reference notations in review process

**D. Recommend Updates to Current Policies (via Task Forces)**

- Review assigned policies and procedures to:
  - determine which require updates
  - prioritize policies in need of updates
- Work with owners to assist them in preparing drafts of updated policies (in order of priority) for ICEC review and determination of further shared governance group(s) review and approval.
- Determine which policies and procedures are no longer needed, and make recommendations for ICEC review and determination of further shared governance group(s) review and approval.

**E. Recommend New Policies (via Task Forces)**

- Determine need for, and recommend additional policies and procedures as warranted
- Work with owners and consultants to assist them in preparing drafts of new policies and procedures for ICEC review and determination of further shared governance group(s) review and approval.

**F. Implement ICEC Approved Policy Changes (via Director, UPRD)**

- Post all approved updated policies in the IPPM
- Remove obsolete policies, as approved, from the IPPM
- Post all approved new policies in the IPPM
- Communicate policy changes to RIT community per established protocol
- Archive previous versions of changed policies

## **Preliminary UPRD Project Timeline and Plan-of-Work**

The plan-of-work (POW) for the project is a direct result of the ICEC charge to the core committee. Below are the major elements of the POW, their projected timeframes and completion dates, as well as estimated timeframes for core committee and task force member work commitments:

### **Establish UPRD Core Committee**

- Completed February 2009
- *Core Committee Work Commitment*
  - March 2009 through December 2010

### **Conduct Initial Review of Current Policies (Charge A)**

- March – May 2009

### **Recommend Future Policy Structure and Processes (Charge B)**

- By September 2009

### **Establish Guiding Principles and Convene UPRD Task Forces (Charge C)**

- By September 2009
- *Task Force Work Commitment*
  - September 2009 through October 2010

### **Recommend Updates to Current Policies (Charge D)**

- By May 2010

### **Recommend New Policies (Charge E)**

- By October 2010

### **Implement ICEC Approved Policy Changes (Charge F)**

- By December 2010

**UPRD Project Workflow & Reporting Structure**

**Governance Groups** → **Institute Council** → **President** → **Administrative Council**  
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**Institute Council Executive Committee**

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**Core Committee**

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**Task Forces**

*Section C University-wide Policies Task Force*

*Section D Educational/Academic Policies Task Force*

*Section E Faculty Policies Task Force*

*Section E Staff Policies Task Force*