

Boise State University
Effective Date: July 1, 1978

BSU Policy #: 1000
Revised: September 1, 2008
July 1, 1995
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POLICY DEVELOPMENT AUTHORITY

Purpose:

To establish the procedure and line of authority through which policies are established and to promote consistency in the development, modification and presentation of university policies and procedures.

Scope:

Applies to all institutional policies.

Responsible Party:

President's Office, 426-1491
Finance & Administration, Policy Analyst, 426-1200

Definitions:

Institutional policy – a governing principle that mandates actions with broad application throughout the university community.

Policy originator – person or group of persons with a new or amended policy proposal.

Minor Amendment – any change to an existing policy that is limited to making policy or policies consistent with controlling legal authority, including State Board of Education policy, or that is a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the policy.

POLICY

I. General

All university policies fall within a greater hierarchy of laws, statutes and rules. University policies are subject to compliance with laws and regulations instituted by higher governing authorities as follows:

- A. Federal laws and regulations
- B. State laws and administrative rules
- C. State Board of Education policies and procedures
- D. University policies and procedures

II. Policy Development or Amendment

- A. A person or group with a new policy amendment concept or proposal shall work with the unit administrator having responsibility within the subject area of the proposed policy to draft the policy proposal and facilitate appropriate consideration by campus associations or groups and timely action under guidance from the appropriate vice president.
- B. All proposed new policies and amendments, other than minor amendments, are provided to appropriate campus associations, groups or individuals for review dependent on subject matter and impact. In the interest of shared governance, review bodies may include, but are not limited to, the Faculty Senate, the Association of Classified Employees, the Professional Staff Association, the Deans' Council, and the Associated Students of Boise State University. Policy matters that are academic in nature or as set forth in Article III of the Faculty Senate Constitution must be reviewed by the Faculty Senate.
- C. The policy originator and unit administrator are responsible to provide for and document the review process, with guidance from the policy office. Suggestions and concerns identified in the review process that are not incorporated should be reported on the cover sheet of the final proposal along with justification as to why they were not included.
- D. A final draft of the policy proposal shall be forwarded by the originator to the appropriate vice president, who will determine whether broad review has been completed, if the proposed policy is in proper format, and if the proposed change is a minor amendment. Where necessary, the vice president will confer with the Vice President/University Counsel Subcommittee.
- E. Final proposals are submitted to the Vice President/University Counsel Subcommittee for review, and then to the president for approval and signature.
- F. Minor amendments are approved by the appropriate vice president, dependent upon subject matter.
- G. Notwithstanding the above requirements, the president reserves the right to adopt, amend or suspend a policy without prior notice and comment, or upon abbreviated comment, as is deemed necessary.

III. Procedures

- A. The University Policy Office maintains all official university policies. Persons or groups wishing to propose or amend university policies must initiate the process through the policy office by obtaining an official copy of the current policy or, in the case of a new policy, notifying the policy office of the intent to pursue.

- B. The policy office will provide guidance on the process as necessary, and provide policy originators with the policy cover sheet, which is required to be completed and submitted with any policy proposal.
- C. Once final action is taken on a policy, the results are posted on the policy web site as well as reported to the campus community through the Office of Communications and Marketing.