Christopher Newport University

Policy: University Policy Management
Policy Number: 1000

Executive Oversight: Chief of Staff
                              Deputy Chief of Staff
Contact Office: President's Office
Frequency of Review: Biennially
Date of Last Review: September 2024

A. PURPOSE

University policies must be clear and available to the University community. This policy governs the initiation, review, approval, publication and rescission of Christopher Newport University policies. For these purposes, the President has delegated the responsibility for review, adoption, and revision of University Policies to the Policy Committee.

B. POLICY STATEMENT

It is the policy of Christopher Newport University to develop, record, communicate, and enforce official policies in an efficient and consistent way across the University. Christopher Newport has established this standard policy format and process to achieve consistency, appropriateness, transparency, ease of use, compliance and accountability. The Chief of Staff's office shall archive and maintain previous versions of revised policies.

The University's website is the official repository for University policies. As an agency of the Commonwealth of Virginia, the University must comply with the law and policies of the Commonwealth that may or may not be included in the repository of University policies. In addition, statements of enforceable University policy may appear in the University Handbook.

Administrators are responsible for the development, review and communication of clear policies that relate to their areas of responsibility or department. This responsibility includes the review and update of policies and effective communication of changes and updates to University policies. Policies may be reviewed at any time, but no less frequently than is stated by the policy itself.

University policies are defined below and are not intended to include all rules, regulations, procedures, standards and requirements adopted to govern the operation of the University in every context.

C. PROCEDURES

Any employee of the University may recommend a new or revised policy, or the elimination of a policy, by notifying their supervisor or area division head.

When a division head identifies the need for a new or revised policy, or the elimination of a policy, the following steps should be taken:

- The appropriate administrator shall oversee the preparation of a draft policy, revision of an existing policy, or a proposal to rescind an existing policy that explains why such action is necessary or appropriate.

- The draft or proposal shall be circulated to those individuals responsible for or involved in the subject matter for comment. Comments and any resulting revisions to the draft will be incorporated and the draft or proposal submitted to the appropriate vice president for consideration. The appropriate Cabinet member shall review the draft or proposal and forward it to the Policy Committee for review with their recommendation.

- The Policy Committee shall meet to consider the draft or recommended proposal. The Committee may approve the submission, reject the submission with explanation, or return the submission for revision. The Committee also may revise the proposal and adopt as revised.

- Policies approved by the Committee shall be posted on the University Policy website and become effective upon posting. The Director of Human Resources Operations shall be notified and ensure timely and effective communication to all employees. Also, each Cabinet member shall inform their division about new and updated policies as they are approved by the Policy Committee.

- The President at all times retains the authority to adopt, revise or rescind any policy including those adopted by the Policy Committee as the President deems necessary or appropriate for the good of the University.

D. DEFINITIONS

Policy Committee: The Policy Committee shall consist of the Chief of Staff (Chair), Deputy Chief of Staff (co-Chair), Provost, Vice President for University Advancement, Vice President of Student Affairs, Vice President for Enrollment, Student Success, and Institutional Effectiveness, Vice President for Facilities and Campus Operations, Vice President for Strategic Initiatives, Chief Financial Officer, Chief People Officer, Chief Diversity, Equity and Inclusion Officer, Chief Communications Officer, and a biennially elected member of the Instructional Faculty. The Policy Committee shall consult with University Counsel as necessary.

Procedures: Statements that set out specific actions to be taken to conform to an established policy and allow for its orderly implementation.

University Policy: Statements of management philosophy and directives, established to provide direction and assistance to the University community in the conduct of University affairs. A university policy shall:
• Enhance the mission of the University;
• Ensure compliance with applicable laws and regulations;
• Capture management decisions and provide a record about University operations;
• Promote operational effectiveness and efficiencies and reduce institutional risks;
• Apply broadly throughout the University and pertain to more than one division; and
• Require review and approval by the University Policy Committee.

E. **REQUIRED COMPONENTS OF A UNIVERSITY POLICY**

The policy document shall include the following primary sections, unless the section is designated optional. Other sections deemed necessary may be added to the document.

1. Header Information:
   a. Appropriate Title for the Policy
   b. Policy Number
   c. Executive Oversight – the responsible office or position
   d. Contact Office
   e. Frequency of Review
   f. Date of Last Review

2. Purpose: Describes what University interests and priorities the policy is intended to advance, and may identify any legal or regulatory requirements addressed.

3. Policy Statement: A statement of the University philosophy and position on the policy topic; the rule that will be enforced and the University community purpose it serves.

4. Procedures: Describes details of specific actions, instructions, materials and documents necessary to comply with the policy.

5. Definitions (Optional): Defines terms used in the policy.

6. References (Optional): Identifies federal or state statutes, regulations or guidance that allow or require the University to establish and enforce the policy.

7. Approval and Revisions: Date of original approval and revisions by the Policy Committee or the Board of Visitors.

8. Next Review Date: Standard policy review is at least every two years unless otherwise specified

9. Footer: The footer should include the policy number, policy title and page number.

F. APPROVAL AND REVISIONS:

> **Approved By:** Policy Committee, August 31, 2016
> **Revision 1:** Policy Committee, May 2, 2018
> **Revision 2:** Policy Committee, November 11, 2020
> **Revision 3:** Policy Committee, January 12, 2022
> **Revision 4:** Policy Committee, October 4, 2022
> **Revision 5:** Policy Committee, July 27, 2023
> **Revision 6:** Policy Committee, May 15, 2024
> **Revision 7:** Policy Committee, September 18, 2024

G. NEXT REVIEW DATE: Summer 2026