Christopher Newport University

Policy: University Policy Management
Policy Number: 1000

Executive Oversight: Chief of Staff
Contact Office: President’s Office
Frequency of Review: Biennially
Date of Last Review: November 2020

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 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 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.

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.

C. PROCEDURES

Any employee of the University may recommend a new or revised policy, or the elimination of a policy, by notifying his/her director or dean.

When a department director, dean or vice president 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 vice president 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 proposal and the vice president’s recommendation. 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 website and the University community shall be notified by the Policy Committee.

• The President at all times retains the authority to adopt, revise or rescind any policy 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), Provost, Vice President for University Advancement, Vice President of Student Affairs, Vice President for Enrollment and Student Success, Vice President for Finance and Planning/CFO, Vice President for Administration and Auxiliary Services, and the Chief Communications Officer. The Policy Committee shall consult with University Counsel as necessary.

Procedures: Statements that prescribe specific actions to be taken to conform to established policies allowing for the orderly implementation of those policies.

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
• Require review and approval for policy issuance and revision
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 the policy addresses.


4. Procedures: Describes 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 allows or requires 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

G. NEXT REVIEW DATE: Fall 2022