

POLICY ON POLICIES

Introduction

Policies are an important way to communicate the University's values and expectations to members of the Adler community. The development, publication, and management of policies should be consistent with this Policy. Policies provide guidance for specific activities and transactions so that we act in accordance with applicable laws, and in a way that supports the mission and core values of the University. This Policy describes the types of policies held by the University and addresses the process for developing, issuing and maintaining all Adler University policies and applies to all university departments, faculty, staff and students.

Policy

Types

There are three categories of policies:

1. "**Institutional Policies**" - Governing the operations of the University including but not limited to those that impact state, federal, or provincial compliance; University operations; Human Resources, and employee and student rights and responsibilities. Institutional policies must be approved by legal counsel, and the President's Cabinet.
2. "**Academic Policies**" - Concerning the pedagogical and research functions of the University. These policies are created and must be reviewed and approved by Academic Council per the Faculty Handbook.
3. "**Board Policies**" - Created and approved by legal counsel and ultimately at the Board level and are governed by Adler Board bylaws.

Policy

Process

Creation – Any Adler University, department, or team or individual may initiate a policy. Throughout the drafting process, the department or individual drafting the policy is responsible for seeking input on and documenting policy development from appropriate members of the Adler community in accordance with the Adler University decision matrix.

Format – A standard policy format ensures clarity and consistency. Although not all policies will contain all of the format elements, University policies should include the following information:

1. Introduction and Purpose: Description of the purpose of the policy
2. Campus: Identification of which campus
3. Policy Type: Identify if the policy is a Board, Institutional, or Academic Policy
4. Policy: Description of the actual policy
5. Effective Date(s): Initial effective date of policy, and latest revision date, if applicable

6. Policy owner: Last person to write or revise policy
7. Date of approval

Policy Approval

Policies will not become official until approved by the proper authority.

1. Board Policies are approved by the Adler Board.
2. Institutional Policies are approved by either the Adler Cabinet or the relevant Department that has ownership of the policy and its implementation.
3. Academic Policies are approved by the Vice President of Academic Affairs and the relevant Academic Departments and follow the procedures of the Faculty Constitution.

Distribution

After approval the department or team that created the policy should notify the Compliance Department about the new policy or policy revisions. The Compliance Department will provide notice to the Adler community in accordance with the Adler University decision matrix.

Location

To ensure ready access to University policies, Adler will maintain an official University Policies repository (web/Connect page) with a University policy index as well as the most current, official approved version of each University policy, with links to applicable procedures. The web page will be maintained on Adler Connect.

To maintain an organized system and to ensure consistency, individual departmental web sites, handbooks and other materials should not contain separate copies or versions of Institutional policies or applicable procedures. Instead, departmental materials that reference Institutional policies and procedures must use hyperlinks to the documents on the official University Policies web page. This does not preclude departments from maintaining internal departmental policies and procedures on their web sites or in their handbooks, provided the internal policies and procedures are not identified as official university policies and procedures, and do not conflict with official university policies.