



## Policy on Policies

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### Policy Statement

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A University Policy is a policy that is critical to the operations of the university and must:

- meet one or more of the following criteria;
  - generally has broad application throughout the university,
  - is mission-critical,
  - helps achieve compliance with applicable state and federal laws and regulations, **or**
  - manages material institutional risks;
- mandate actions or constraints, and contains specific procedures for compliance with the policy;
- be officially sanctioned through the University Policy Approval Process; and
- be presented in the university approved format.

Policies established and administered by the Board of Trustees are excluded from the definition of University Policy.

The **official** policies of Johnson & Wales University are contained in the University Policies internal shared J: drive (the “University Policies repository”). In the event any University Policy is reproduced or republished in any other form (electronic or otherwise, such as on the university’s website; in public folders or other internal drives; or in any catalog, manual or handbook), the policy must be reproduced or republished exactly as it appears in the then-current University Policies repository, and the effective date or most recent amendment date of the policy must be stated.

While University Policies are maintained by the policy coordinator, other individual(s) involved in the formation of policy support the proposal, development, approval and revision guidelines. All changes to current University Policies, and policies being proposed as new University Policies, must go through the University Policy Approval Process. The person designated as the policy owner and the executive who approved the University Policy are the only people authorized to update or modify the policy, unless the Board of Trustees, the chancellor, the vice chancellor or the chief operating officer authorizes another person to do so.

The university reserves the right to amend, modify, update, delete or add any University Policy at any time; from time-to-time to meet the evolving needs of the university community, changing requirements of law or for any other reason the university may determine.

Violation of a University Policy may result in disciplinary action up to and including termination and, in some cases, may subject the violator to civil or criminal legal action.

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### Reason for Policy

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University Policies must be reviewed, maintained and made available to the university community to help promote practicality, compliance and accountability. University Policies also help safeguard the privacy and legal rights of students, employees and other parties, such as donors and alumni.

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## Definitions

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*Contact(s)* – the person(s) to whom issues or concerns with the policy should be addressed. The contact(s) listed is not necessarily the policy owner; most times he/she is the subject matter expert.

*Department- or Campus-Level Policy* – a department or campus level policy, although useful and important, does not meet the definition of University Policy.

*Executive Approvers* – are the senior-level executives authorized to approve University Policies. Executive approvers include the chief operating officer and at least one of the following: chancellor, vice chancellor, chief financial officer, university provost or senior vice president of student services.

*Mission-critical* – policies that affect the university’s fundamental institutional purpose, may include, but are not limited to, governing principles, ethical norms, institutional practices or accreditation standards.

*Policy Coordinator* – the person responsible for managing the policy development process, maintaining the official policy format (template) and managing the central repository of University Policies. The policy coordinator will also assist policy owners in editing drafts of policy documents, and guiding policies through the development and approval processes. ***The policy coordinator cannot own any University Policy.***

*Policy Owner* – the person responsible for assuring that a policy is relevant, enforced and up-to-date. Policy owners can assign a subject matter expert to work directly with the policy coordinator to create a new policy or update an existing policy.

*Procedures* – minimal actions that apply across the university community to help guide compliance and fulfill the policy’s principles. Procedures will not include details, such as campus or internal department procedures and protocols, or actions that are optional or only desirable.

*University Policy Format* – the approved format for all university policies will generally include:

- Policy Title
- Policy Statement
- Reason for Policy
- Definitions (if applicable)
- Procedures (not internal to a department)
- Who Should Read and Understand this Policy
- Related Documents
- Contacts

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## **Procedures**

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### University Policy Approval Process

The policy coordinator will work to coordinate the development of University Policies; and may seek legal, financial and/or executive input prior to forwarding the policy for approval.

Certain laws may require that University Policies be approved by the Board of Trustees<sup>1</sup>. Such requirements will be discussed with the university's general counsel and corporate secretary prior to any executive level approval. Absent requirements to the contrary, all University Policies must be approved by the policy owner, the chief operating officer and at least one other executive approver. The executive approvers who approve a policy will be determined by the policy coordinator in consultation with the policy owner.

Once appropriate executive level approvals have been obtained, the policy will be announced as an official University Policy and will be posted in the University Policies repository.

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## **Who Should Read and Understand this Policy**

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All university employees, including student employees.

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## **Related Documents**

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University Policies

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## **Contacts**

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- Policy Coordinator

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Policy on Policies

Originally Issued: December 2007

Last Updated: July 2012

Policy Owner: vice chancellor

Executive Approver: chancellor and chief operating officer

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<sup>1</sup> The Board and/or its committees may also have certain policy oversight authority as defined in related laws, bylaws or committee charters.