

## Policy on Policies

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing [accessiblepolicy@wcupa.edu](mailto:accessiblepolicy@wcupa.edu)

### Purpose and Scope

West Chester University's mission statement states that we are a community of educators that develops graduates to succeed personally and professionally and contribute to the common good.

To that end, policies and procedures are in place to guide our work and are aligned with our Strategic Plan as well as other statutory and regulatory requirements. It is important that students, faculty, and staff are familiar with our policies (and agreements) and that we continuously review to ensure student success.

### Policy Framework

WCU governs the organization through federal and state statutes, board of governor's policies and procedures, middle states accreditation standards and requirements of affiliations, and university policies and procedures. The WCU Policy Framework sits within WCU's broader shared governance structure. The Framework consists of policies, procedures, and schedules, whereby a policy is introduced at the university level and provides the rules to be applied by decision makers and is used to guide the development of procedures. The Framework supports effective policy development, implementation and review by defining roles and responsibilities within the University's governance and management structure.

The University uses a consistent process and format for approving, issuing, reviewing, and maintaining policies and procedures. This process is designed to provide continuity, ease of access and understanding, and transparent guidance to the university community.

### Policy Statement

The University President, Executive Vice President, or appropriate Vice President must give approval for all new, revised, and rescinded policies. This authority may be delegated. The university official(s) charged with the responsibility for implementing and/or updating university policies in his/her area is the policy owner(s).

Policy approval for all new, revised, and rescinded policies will be in accordance with all applicable collective bargaining agreements.

### **Policy Review**

At least every four years, it is the responsibility of the policy owner(s) to review, and to update policies when necessary. Each policy includes a "review date" and remains in effect even if the review date has passed. The university may add, modify, or decommission a policy at any time.

The Policy review process will be in accordance with all applicable collective bargaining agreements.

### **Definitions**

Policy: A policy is a concise statement of principles and rules that outline the University's approach or position on governance, academic, or operational matters. Policies set out what the University expects of staff and students in undertaking University activities, as well as what staff and students can expect from the University. Policies also guide decision-making and communicate roles and responsibilities where appropriate.

Procedure: A procedure sets out the mandatory, University-wide processes, practices, or actions required to implement or comply with policy. They instruct staff and students on how to meet the requirements of the policy.

Policy Library: The electronic policy library is the authoritative source of WCU policies and related procedures.

Division Policy Designees are identified by each Division Executive Vice President or Vice President to represent the division for policy consultation and input and maintenance of the electronic policy library.

### **Policy Process and Procedures**

The procedures outlined ensure the consistent process and format for the development of new policy, revisions, or rescission of existing policies. All new, revised, and rescinded policies must use the university approved policy template.

The Policy procedures will be in accordance with all applicable collective bargaining agreements.

#### A. New Policy Development

The development of new policy should include the following steps:

1. Assess the need for the policy and ensure the subject matter of the policy is broadly applicable to a large segment of the university. Upon consultation with Division Policy Designees, determine if the policy goal(s) can be attained through a revision of existing policies of similar subject matter.
2. Ensure alignment with applicable System, State, Federal, and Accreditation policies, regulatory requirements, and statutes.
3. Where appropriate, assess any implications of the proposed policy, including cost and resource requirements.
4. Make use of subject matter experts and drafting experts to develop the policy.
5. Consider and develop materials needed to both enable and inform the operation of the policy:
  - a. enabling documents: procedures, forms, delegations of authority, business processes
  - b. informing documents: guidelines, FAQs, templates
  - c. develop a communications and implementation plan before final approval
6. Where appropriate, provide university members relevant to the policy's subject matter an opportunity to review and comment on policy before final approval.
7. After final approval and appropriate signatures are affixed, the University President, Executive Vice President, or appropriate Vice President informs President's Cabinet of the new policy.
8. The Policy Owner(s) uploads the Policy into the Policy Library.
9. It is the responsibility of the University President, Executive Vice President, appropriate Vice President, or policy owner to make the university community (to include Division Policy Designees) aware of the new (or revised) policy.

#### B. Policy Review/Revisions

The university official(s) charged with the responsibility for implementing and/or updating university policies in his/her area is the policy owner(s). At least every four years, it is the responsibility of the policy owner(s) to review and update policies when necessary. Once a year, the policy owners will receive an electronic alert from the Policy Library of the policies scheduled to be reviewed in that year.

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1. Upon consultation with Division Policy Designees, determine if the policy goal can be attained through a revision of existing policies of similar subject matter. In this case, consult with the University President, Executive Vice President, or appropriate Vice President and follow either section A or B as appropriate.
2. Ensure continued alignment with applicable System, State, Federal, and Accreditation requirements.
3. If no changes are required when a policy is reviewed, the policy owner(s) will cumulatively add the "Review Date" (keeping original dates as well) on the policy and upload as such into the Policy Library as well as inform the University President, Executive Vice President, or appropriate Vice President indicating no change to the policy who will then inform President's Cabinet. The Policy Owner will also make Division Policy Designees aware of no changes.
4. The policy owner(s) can make minor revisions that do not change the substance of a policy (e.g., changing links, changing references to other policies or documents, changing position titles) without completing the formal approval process described in Section A of this procedure. Such changes should be made to the policy to include cumulatively adding the "Review Date" (keeping previous dates) and upload as such to the Policy Library as well as inform the University President, Executive Vice President, or appropriate Vice President who will in turn inform President's Cabinet. The Policy Owner will also make Division Policy Designees aware of minor revisions.
5. Major or substantive revisions to an existing policy must be treated the same as new policies, and will undergo the development and approval process described in Section A of this procedure.

### C. Policy Rescission

Policy owners may decommission a policy when it is no longer applicable or is more effectively combined with another policy.

1. The policy owner(s) should consult and receive approval from the University President, Executive Vice President, or appropriate Vice President.
2. The policy owner(s) will add a text box to the affected policy indicating the policy has been rescinded and the date and approval authority. The name of the policy will remain but the policy will be deleted and replaced with the applicable text box as follows:

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This policy has been rescinded on [Date] as approved by [University President, Executive Vice President, or appropriate Vice President].

OR

This policy has been rescinded on [Date] as approved by [University President, Executive Vice President, or appropriate Vice President] and incorporated with the [New/existing policy name to reference] policy.

3. After final approval and appropriate signatures are affixed, the University President, Executive Vice President, or appropriate Vice President will inform President's Cabinet of the rescinded policy.
4. It is the responsibility of the University President, Executive Vice President, appropriate Vice President, or policy owner to make the university community aware of the rescinded policy. The Policy Owner will also inform Division Policy Designees aware of policy rescissions.

## References

[PASSHE Board of Governors Policies](#)

[Middle States Commission on Higher Education](#)

[U.S. Department of Education](#)

**Reviewed by:** President's Cabinet

**Approval by:**



**Policy Owner:** Dr. R. Lorraine (Laurie) Bernotsky, Executive Vice President and Provost

**Effective Date:** August 31, 2020

**Review Date:** August 31, 2024