

New Policy Proposals

1. Introduction

The need to develop a policy may arise in a variety of ways. It may be created by an external change, by management direction, or by the identification of an unresolved issue or problem. Regardless of its source, it is important that the development of a policy include input from stakeholders. Stakeholders may include employees, students, employee unions, deans, directors, vice presidents, and members of the off campus community. Discussions with these groups are used to develop and examine the merits of a range of reasonable options.

There are two types of policies governing our activities: (1) internal policies affecting employees, and (2) administrative rules affecting students and the general public. The process for establishing and revising administrative rules differs from that for internal policies and is covered in another section.

2. Policy Proposals

Policy proposals provide historical documentation of the need for a policy as well as the process used to create it. Policy proposals are permanent records that are filed with the original copy of the approved policy. A policy proposal includes:

- a. A record of how the need for the policy was determined and the persons/units involved
- b. The proposal;
- c. The policy;
- d. General background and explanation or discussion of options chosen in the policy if the reasons are not self evident;
- e. An implementation plan;
- f. A record of policy revisions (if applicable).

3. Policy Development Cycle

- a. Policy Definition and Development. Define accurately and consistently the particular problem being addressed or anticipated.
- b. Policy Analysis. Analyze the problem, generate options, solutions, and recommendations.
- c. Policy Process. The activity flowing from the recommended course of action to approval.
- d. Implementation. The activity flowing from the approval process through future actions.
- e. Communication. Method for informing stakeholders affected by the policy.
- f. Monitoring and Evaluation. Review of operational aspects of the policy and evaluation of results and areas for improvement.

Policy writers should attempt to address eventualities and anticipate questions. The policy must be practical and capable of being implemented. Consideration should be given to flexibility, when possible, to avoid being so rigidly circumscribed that the intended action results in negative consequences. It must be possible to determine compliance of relevant stakeholders. Therefore, consideration should be given to monitoring and audit issues.

Analyze the policy's effectiveness for the intended audience and anticipate the point of view of various stakeholders such as:

- Staff
- Executive officers
- Directors
- Employee unions

Review for consistency with relevant legislation and administrative rules.

4. Criteria for Evaluating a Policy

- Does it communicate the University's values, philosophy, and culture?
- Does it articulate the purpose of the policy and process for compliance?
- Does it establish and/or clarify authority?
- Does it assign responsibilities to appropriate authorities?
- Is it general in nature and able to withstand the test of time (policy), or is it detailed in nature?
 - and subject to frequent change (procedure)?
- Is it a rule for governing or a set of processes for implementing?
- Does it fill a gap in external policy or expand on and add value to existing policy?