



Effective: *Draft*
Last Updated: *Draft*

Responsible University Office:
Chancellor's Office

Responsible University Administrator:
Chancellor

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Campus Policy Procedures

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Scope

All campus units.

Policy Statement

The University of Nebraska at Kearney establishes and clearly articulates campus-wide policies to support the university's mission; provide clear guidance to faculty, staff and students; promote a strong culture of compliance and accountability, and mitigate or manage significant institutional risk. Responsible administrators and their offices must comply with the procedures in this policy for developing, revising, distributing, maintaining, and withdrawing campus policies.

Reason for Policy

The present policy provides for a consistent, transparent, and inclusive mechanism for policy development/campus notification, a consistent policy format, an accessible electronic policy library, and archiving of policies for future reference. Department/Unit policy may not conflict with University-wide policy, but may be more restrictive. Similarly, University-wide policy may not conflict with University of Nebraska Board of Regents policy, but may be more restrictive.

Procedures

DEVELOPMENT PROCESS

1. Identification of Need and Development of Draft Policy

A responsible office that identifies the need for a campus policy/review of an existing policy must draft a policy using the standard template. The responsible office should consult stakeholders, campus leadership, and others as warranted. The UNK Compliance Committee may also be consulted during the draft stage.

2. Review & Comment Period

Once approved by the responsible administrator (appropriate Vice Chancellor or Chancellor) the policy will be submitted to the Assistant Vice Chancellor for Communications and Community Relations for posting on the campus policy website for a period of 30 days to provide opportunity for campus review and comment. *Exceptions to 30-day period may include a change in federal or state law, a significant institutional risk, e.g.*

3. Approval/Posting

Following the review and feedback period, the policy will be routed to the responsible administrator, or as appropriate to the Cabinet, for final approval. Once approved, the policy will be posted with approved policies on the campus policy website.

4. Distribution & Maintenance

The responsible office should monitor policy compliance and effectiveness. Policies should be reviewed by the responsible office at least every three years from the effective date or the last update or review, to accuracy and currency. Revisions affecting substance/scope should follow the policy development process; however, minor revisions and changes in contacts, forms, or related information may be made by the responsible office without review and submitted to the Assistant Vice Chancellor for Communications and Community Relations for posting. Withdrawal of a policy should also follow the development process. Review, revision, and withdrawal actions should be noted in the history section of the policy. Versions of policies will be archived at least annually.

RELATIONSHIP OF CAMPUS POLICIES TO LOCAL POLICIES

Academic and administrative units (including colleges, schools, and departments) may develop local policies, whether or not a corresponding campus policy exists. Local policies must be compliant with any applicable campus policy. In the event of a conflict between a campus-wide policy and a school or departmental policy, the campus policy will prevail. In the event of a conflict between a local or campus-wide policy and a University of Nebraska Board of Regents Policy, the Board of Regents policy will prevail.

COMPLIANCE

Faculty, staff and students are responsible for knowing, understanding, and complying with policies that relate to their position, employment or enrollment at the university. Responsible offices are responsible for following the policy development and implementation process established by this policy, communicating their policies effectively, reviewing and updating their policies regularly, and monitoring their policies for compliance and effectiveness.

Forms

Standard Campus Policy Template (include link)

Related Information

University of Nebraska at Kearney Policy Website (include link)

University of Nebraska Board of Regents Bylaws (include link)

University of Nebraska Board of Regents Policies (include link)

History

New policy initially drafted in November, 2015.