



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	POL-1001	Policy Title:	Policy on Policies
Effective:	06/01/2018	Responsible Office:	Office of Planning & Policy
Date Approved:	05/21/2018	Approval:	President
Replaces Policy Dated:	N/A	Responsible University Official:	Vice President for Planning & Policy

PURPOSE:

The purpose of this policy is to outline the ways in which the University will develop, approve, revise, and distribute policies to support smooth functioning of the business operations of the University and full compliance with applicable laws and regulations.

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

POL-1001.1 – Policy Statement

New Policies and Major Revisions:

Every new University policy or major revision to an existing University policy must undergo a formal review and approval process.

- A. For policies significantly affecting more than one school or the activities under the authority of two or more vice presidents, the review and approval process will include:
- Notification / consultation with the Office of Planning and Policy
 - Stakeholder review, including but not limited to review processes outlined in shared governance documents and existing University policies.
 - for Academic policies, stakeholder review must include review by Academic Cabinet
 - Review by President’s Cabinet
 - Review and approval by responsible VP or EVP
 - Review and approval by President when the policy affects activities under the authority of two EVPs, when the President has a specific role in the proposed policy, or is otherwise appropriate
 - Review and approval by the Board of Trustees when called for in the by-laws or other Board policies, when the Board of Trustees has a specific role in the proposed policy, or is otherwise appropriate
- B. For policies affecting only one school or only one vice president’s area of authority, the review and approval process will include:
- Notification of the Office of Planning and Policy
 - Stakeholder review, including but not limited to review processes outlined in shared governance documents and existing University policies.
 - for Academic policies, stakeholder review must include review by Academic Cabinet
 - Distribution to President’s Cabinet prior to final review and approval
 - Review and approval by responsible Dean, VP, EVP or Provost
 - Review and approval by the President when the President has a specific role in the proposed policy, or is otherwise appropriate
 - Review and approval by the Board of Trustees when called for in the by-laws or other Board policies, when the Board of Trustees has an operational role in the proposed policy, or is otherwise appropriate

Minor Revisions

Minor revisions to existing policies may be reviewed and approved within the responsible division. Minor revisions include clarifications, non-substantive changes, correction of drafting errors, and updates to reflect, for example, new position titles, new contact information, or new website addresses.

In all cases – new policies, major revisions, and minor revisions -- the Responsible Official must approve the final draft of the policy. All approved University policies must be submitted to Office of Planning and Policy, which is responsible for posting approved policies to the University policy website.

POL-1001.2 – Roles and Responsibilities

Policy Sponsor

Official from responsible University office who is responsible for developing or revising policy and seeing process through to completion of approved policy. Responsibilities include:

- Drafting
- Identifying key stakeholders, obtaining and considering input
- Working with appropriate University officials to ensure conformity with applicable laws and regulations
- Ensuring conformity with existing University policies

Responsible University Official

University official responsible for compliance with the policy and with related laws and regulations.

- Ensuring that all relevant stakeholders have been engaged and input has been duly considered
- Ensuring that process has been developed for effective and efficient implementation of policy
- Review and Approval of policy
- Ensuring that University community is informed of new and revised policies and associated processes
- Regular review to ensure ongoing compliance with applicable regulations and/or other need for revision

Office of Policy and Planning

- Working with policy sponsor and responsible University official to determine appropriate review and approval process, including distinguishing between major and minor revisions.
- Providing policy template to be used
- Providing information about existing policies, processes, or stakeholders that policy sponsor should be aware of in drafting/revising policy
- Assistance with drafting, as needed
- Posting to University policy library
- Working with policy sponsor to ensure that University community is informed of new and revised policies and associated processes

POLICY BACKGROUND:

The Policy Development Process was reviewed and endorsed by President’s Cabinet on May 21, 2018. The Formalized version of the policy was reviewed and endorsed by the President on April 26, 2023.

POLICY CONTACTS:

Vice President for Planning & Policy