**Procedures for Establishing, Reviewing, and Revising University Policies**

University policy recommendations may arise from several sources within the University but the most usual are: the University Faculty Senate, the UNI President, the President’s Cabinet, the Northern Iowa Student Government, nonacademic committees, and a wide range of additional committees, most of which report to one of the bodies listed above. Policy also may be imposed on the University as a consequence of actions by the Board of Regents, State of Iowa, legislature, courts, or other governmental agencies to which the University is legally subject

The following four-step process is to be followed when a new University policy is proposed from within the University or an existing policy is revised.

I. Proposal

An originating body identifies the need to propose a new policy or revise/review existing policy and:

A. Notifies the University community of its intention to do so and asks for input concerning the policy.

B. Identifies or suggests the VP who will oversee the policy and be responsible for its enforcement, maintenance, and review/revision.

C. Posts the proposed policy (or revision) on the University Policies & Procedures website and accepts public comment for a period of at least two (2) weeks.

D. After considering the university community’s comments, generates, announces, and posts its formal policy proposal, making available to the University Community a copy of the received comments and (when reasonable) a synopsis of that input.

E. Submits the proposal to the Policy Review Committee.

II. Policy Review

The Policy Review Committee examines the policy statement, input, and recommendation for approval body and, within two (2) weeks of receipt of proposal from originating body, either:

A. Agrees with the recommendation (and it moves to policy approval)

B. Suggests revisions and returns to the originating body, which either:

1. Accepts the revisions (and it moves to policy approval).

2. Rejects the revisions. In this case the proposal moves to policy approval with the notation that the originating body disagrees with the Policy Review Committee. Each body includes a rationale for their view on the contested elements of the proposal.

III. Initial Approval

The Policy Review Committee and, in cases of disagreement, the originating body, submit appropriate material to the Cabinet which will, within two (2) weeks of receipt from Policy Review Committee, either:

A. Announce and post agreement with an uncontested policy.

B. Announce and post agreement with one of the bodies in cases of a contested policy.

C. Refer the policy back to the originating body and Policy Review Committee for additional work (in which case the process begins anew).

D. Announce and post a revised policy statement.

E. Announce/post the decision that there is to be no policy on this topic.

In all cases other than agreement between all parties, a rationale for the decision is to be posted with the decision.

IV. Final Approval

The final policy decision, policy statement (when appropriate), and any attendant rationales will be made available to the University Community on the University Policies & Procedures website for a minimum of two (2) weeks. An opportunity for members of the Community to voice objections to the approval agency shall be provided.

**The following guidelines will be followed when implementing the above process.**

A. All policies will be reviewed at least every five years. Review is initiated by appropriate VP's office.

B. University Relations will maintain the communication and posting mechanism that is to be identified and available to all the University Community. Announcements in the approval process will be sent directly to all members of the University Community (administration, faculty, staff, and student government representatives). Postings will be made to the UNI Policies and Procedures web site.

C. All time periods for University Community review for input or objections must occur during Fall or Spring academic semesters.

D. When a policy must be put in place in a manner inconsistent with the identified time frame, it will be considered an interim policy that must be reviewed according to the standard review process in the next academic semester.

E. The Policy Review Committee consists of:

* a student representative, appointed by NISG Senate for a one-year term.
* two faculty representatives, one appointed by the University Faculty Senate and one appointed by United Faculty
* a representative from each of the three divisions (Academic Affairs, Student Affairs, and Administration and Financial Services),
* The University Counsel, who shall serve as the chair of the committee

