

INTERIM GUIDELINE

Effective Date: January 19, 2021

Approved by: Director, RCPS

Authority: [WWU Board of Trustees Rules of Operation](#)

See Also:	PRO-U1000.10A PRO-U1000.10B PRO-U1000.10C FRM-U1000.10A FRM-U1000.10B FRM-U1000.10C	Developing and Approving University Policies and Standards Developing and Approving Procedures and Guidelines Cancelling University Policy Policy Impact Statement-Major or New Revisions Policy Impact Statement-Minor Revisions Policy Impact Statement - Cancelling University Policy
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GDL-U1000.10

DEVELOPING, MAINTAINING AND CANCELLING UNIVERSITY POLICIES

This policy applies to all University divisions for the development of University policies, procedures, standards and guidelines.

Purpose:

The purpose of this policy is to ensure that University policies (and related procedures, standards, and guidelines) carry out the mission of the institution. They should be clearly written, comply with legal requirements, and be published so that they are accessible to University constituents. Further, the purpose of this policy and the related procedures is to define a policy making process that provides for participation of those who have relevant expertise and for solicitation and consideration of stakeholder and constituent perspectives.

When authority to promulgate policies has been delegated to a division or to the Faculty Senate by the Board of Trustees or the President, POL-U1000.10 does not apply. However, the policies should be clearly written, comply with legal requirements, be developed in consultation with appropriate University constituents, and be well communicated.

Definitions:

University Policy: A mandatory action that meets some or all the following criteria:

- enhances the mission of the University;
- ensures compliance with applicable laws and regulations;
- captures management decisions and provides a record about University operations;
- promotes operational effectiveness and efficiencies and reduces institutional risks;
- applies broadly throughout the University and pertains to more than one division of the University;
- may restate a Washington Administrative Code (WAC) or Revised Code of Washington (RCW), but a WAC or RCW takes precedence over a policy; and
- references related, standards and guidelines and procedures

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Standard: A mandatory action that supports a specific policy requirement and is designed to make the policy more effective.

Guideline: A recommended best practice that supports the implementation of a specific policy objective.

Procedure: An established sequential process with task(s) assigned to individual(s) in order to accomplish a policy and /or standard.

Policy Impact Statement: A document that describes the need and justification for new, revised or cancelled University policies.

Responsible Officer (or designee): The individual(s) responsible for initiating, developing and maintaining University policies under the purview of the President, Provost or Vice Presidents.

Stakeholders: Campus community member(s) and groups that can affect or may be affected by a proposed policy or policy amendment. At a minimum, stakeholders should include leadership of WWU Faculty Union, Faculty Senate, PSE, WFSE, Associated Students and PSO.

Interim Guidelines: Guidelines developed on an interim basis and as substitute guidance for a current policy that is no longer valid because of changes in laws, rules or process.

Interim Policy: A policy adopted by the President on an interim basis to meet legal or operational requirements as emergency needs arise.

1. **President Approves All University Policies. Except Those For Which Board of Trustees Retains Authority**
2. **Vice-President Appoints the Responsible Officer and Approves the Division's Policy Development**
3. **University Policy Manager Facilitates the Policy Making and Publication Process**
4. **Responsible Officer Is Charged with the Development of University Policies From Their Units**

Responsible Officer (or designee) develops and monitors university policies (and related procedures, standards and guidelines) from their units and ensures University policy creation/revision/cancellation process is followed.

5. **University Policies Will Follow a Consistent Format**

Western Washington University adopts the policy-writing style developed by Larry Peabody in the publication *How to Write Policies, Procedures & Task Outlines: Sending Clear Signals in Written Directions*.

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Exception: Policies may be developed in another format as needed to ensure compliance with federal or state policy mandates.

6. **University Policies Shall Be Reviewed Periodically**

Responsible Officers (or designees) review existing policies under their purview for relevancy and currency and update as necessary. In addition, the University Policy Manager shall create a schedule and plan to promote the systematic review of policies.

7. **Proposed Policy Amendments Require Review**

The University Policy Manager shall, in consultation with the Assistant Attorney General and Responsible Officer, determine whether a proposed policy amendment is a minor change or a substantive change. Substantive changes require a full review. Minor revisions do not require full review and can be completed through the University Policy Manager. Minor revisions, include but are not limited to:

- a) Additional or updated references to relevant law and regulations
- b) To allow for policy revision when the changes are strictly to comply with statutory changes and/or new legalizations where stakeholder input will not change the outcome.
- c) Spelling or grammar errors;
- d) Revisions to the policy name or number;
- e) Changes to attached procedures and/or forms;
- f) Position/Title changes of personnel;
- g) Procedural changes that marginally impact policy implementation, but do not affect policy substance or content.

8. **Policy Owners Must Consult with Stakeholders When Substantive Changes are made to Standards**

Although a policy may remain unchanged, supporting documents such as guidelines, procedures and standards can be amended or revised as needed. At a minimum, Responsible Officers (or designees) must review substantive changes to standards with the stakeholders originally listed in the approved Policy Impact Statement for their input/feedback. Responsible Officers (or designees) must send all records pertaining to stakeholder feedback to the Policy Manager in order to maintain a complete policy record.

9. **President May Adopt Interim Policies**

The President may adopt interim policies or procedures to meet legal or operational requirements as needs arise, consistent with Section 10(1) of the *Board of Trustees Rules of Operation*. Interim policies will have an expiration date that provides time for

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full consideration in accordance with this policy.

10. **Interim Guidelines May be Developed by Responsible Officers**

If there is an immediate need, Responsible Officers (or designees) may develop an interim guideline as substitute guidance for a current policy that is no longer valid because of changes in laws, rules or processes. This will allow time for a revised or new policy to go through the full policy review process, or other formal governing document created, that will replace the invalid policy. The interim guideline may only be used for a reasonable and limited period of time, and its use discontinued as soon as a replacement policy or other formal governing document is finalized.

Responsible Officer (or designee) submits the interim guideline to the University Policy Manager for publication and monitoring.

Responsible Officers (or designees) are responsible for communicating the interim guidelines to the University community.

11. **President Approves University Policy Cancellations**

Responsible Officer (or designee) may propose cancellation of university policies under their purview using FRM-U1000.10C Policy Impact Statement - Canceling University Policy. Such proposals will be reviewed by the President's Cabinet, followed by a recommendation to the President. The President approves cancellation of all university policies.