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Policy Name

1.1050 Adoption of University Policies, Operating Procedures, and Guidelines

Purpose and Scope

This policy defines the purpose and process for adopting policies for Alvernia University (“AU”). The University wishes to ensure its community members have ready access to sound, clear, and current governing policies, operating procedures, and guidelines. Toward that end, University Policies will be adopted in a manner consistent with university governance channels, approved and monitored for legal compliance and best practices by authorized University officials, maintained centrally online on the university policy website, written consistently in alignment with institutional objectives and applicable external requirements, and presented in an understandable and standard format. This policy:

- Is designed to assist the University in serving its missions and achieving its goals, maintaining accountability on the part of responsible officials and University community members, and providing clear, concise, and current guidance on standards and requirements;
- applies to University administrators originating, approving, issuing, or revising a University Policy, Operating Procedure, or Guideline, as defined below. The Policy is intended to be applied consistently with governance requirements, including those relating to the adoption of certain policies by or in consultation with the University Senior Leadership Team.

Responsibilities

Title or Role	Definition and What They Are Responsible For
President	Maintains and enforces this policy. Reviews policy exception requests.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

Each University Policy establishes principles and standards governing the conduct of university faculty, staff, and students in their capacity as members of the Alvernia University community. Policies help ensure compliance with applicable laws and regulations, promote operational efficiencies, enhance the University’s mission, and/or reduce institutional risk. The subject matter of a University policy requires President and/or Senior Leadership review and approval for policy issuance and major changes.

A University Policy may also expressly apply to campus visitors, University affiliates, vendors, or other University community members.

The following criteria define a University Policy:

- It applies generally throughout the University or specific identified components of the University;
- It facilitates compliance with internal or external standards or requirements;

- It mandates or constrains action, and it states the consequences for non-compliance.

The President may issue policy statements on various matters. Such statements are to be consistent with policies adopted by the Board of Trustees of the University and are to be within the limits established by the Board. In the same manner, policies established by other officers to guide the affairs of their particular area(s) of responsibility are to conform to the policies of the President and Board of Trustees.

- **Divisional and Departmental policies** are established by individual divisions or departments but have broad application and must align with institutional policies.
- **Institutional policies** are established by Senior Leadership and above and have broad application.
- **Interim policies** are established to meet an immediate need and are in effect for a set period of time. These policies may or may not become permanent.

Procedures are a set of steps supporting a policy, guideline, or operational process in order to carry out policy.

Policy Procedure

- All policies must be documented on the approved Alvernia University Policy and Procedure Template or in such Handbooks, Guidelines documents, or bylaws approved by the Senior Leadership Policy Committee to serve as a collection of University Policies for a particular component of the University (for example, the Student Handbook, the Faculty Handbook, the University Code of Conduct, the Employee Handbook, various program handbooks, Alumni Council bylaws, and the document setting forth Alvernia University's Emergency Guidelines and Procedures).
- Policy submittal/approval process
 - Department/Unit Head approval: Departmental Policies shall be submitted to the Department/Unit Head on the approved Policy and Procedure template for signature. The Department/Unit Head will forward the signed document to the appropriate Divisional SVP/VP for approval.
 - The Department/Unit Head is responsible for obtaining the signed approval of the Director of Environmental Health Safety and Risk Management for any policy that presents a potential risk to the University. Such signature must be obtained before submitting the Department/Unit Head signed policy to the Divisional SVP/VP for approval.
 - Divisional SVP/VP approval: Divisional Policies and policies that the Divisional SVP/VP receives from a Department/Unit Head shall be submitted to the Senior Leadership Policy Committee for approval during the monthly meeting designated by the Senior Leadership Team for policy reviews and approvals.
 - The Divisional SVP/VP is responsible to ensure that signed approval of the Director of Environmental Health Safety and Risk Management was obtained for any policy that presents a potential risk to the University.
 - Senior Leadership Policy Committee approval: The Senior Leadership Policy Committee shall review and approve, where warranted, university policies, including Interim Policies, on a schedule determined by such committee. Approvals shall be documented in the Senior Leadership Team Meeting minutes, and each approved policy shall be updated with a policy approval date. Approved policies shall be provided to the Office of the Provost to ensure publication on the University Policy webpage.
 - All policy approval requests shall indicate whether the proposed policy is internal or public-facing.

- Upon final approval of a policy, all editing rights to such policy shall be removed from everyone in the University community other than the Director of Institutional Research and the Provost or the Provost's designee in the Office of the Provost.
- Policies will be reviewed every 3-5 years at which time editing rights are provided to the divisional executive.
- Policy revisions shall proceed through the approval and documentation process in the same manner as the original policy.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form and submitting it to the individual named in the Responsibilities section, who assists with reviewing exceptions to this policy.

Policy Review

This Adoption of University Policies, Operating Procedures, and Guidelines policy should be reviewed on a five year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

This section contains any 3rd party standards, guidelines, or other policies referenced by this policy.

[Information Required to Be Disclosed Under the Higher Education Act of 1965: Suggestions for Dissemination](#)

Exhibits

Exhibit A: [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
2004/2015	Policy and Procedure Manual
01.29.2024	Draft Revision
01.02.2024	Approved by SLT
03.14.2024	Revised and approved by SLT