



MONTCLAIR STATE
UNIVERSITY

University Senate

Recommendation for University-wide policy process and formation of a University Policy Committee

Approved December 15, 2021 by the University Senate

The University Senate recommends that the Administration adopt a specified, common process for development, approval, recording and dissemination of University policies. The University policy process should include due opportunities for broad-based input and comment on draft policies, as well as mechanisms for individuals in the University Community to identify issues with, and propose adjustments to, existing policies.

In support of the establishment of such a process, the Senate recommends adoption of a common Policy Template. As a guide, the Senate has formulated a draft “Policy on Development, Issuance, and Life Cycle of University Policies” within the proposed Template.

This Recommendation applies to University policies that: constitute official directives, with broad application throughout the University; mandate actions, requirements, or constraints; and/or establish standards of conduct for members of the University community, including the use of specific procedures.

This Recommendation does not apply to the process of collective negotiations, however, the Senate recommends recording the agreed results of collective negotiations within an established common framework.

The Senate further recommends the establishment of a standing University Policy Committee composed of key stakeholders, including representatives from the Administrative Affairs Council and division policy representatives. The University Policy Committee would serve to:

1. communicate the existence of the template and policy lifecycle for use across the University;
2. develop a serial numbering system that provides for unambiguous identification of policies and proposed policies;
3. advise Vice-Presidents and divisions on the review and revision of existing policies into the standard template.
4. periodically review and modify the policy lifecycle process in response to input from stakeholders and the evolution of the University.

Rationale

Formulation of University policies with a common template will: facilitate compliance with applicable laws and regulations; promote operational efficiency; establish delegation of authority and responsibility; reduce institutional risk; and support achievement of the mission and strategic goals of the University.

A standing University Policy committee will maintain and centralize the processes recommended in this document.