**Faculty Senate Resolution Draft**

January 17, 2024

Whereas:

Wake Forest University has policies and procedures disseminated in various locations.

Wake Forest University has no clear process to initiate new policies.

Wake Forest University has no standard format for policies.

Wake Forest University has no clear process to approve new policies.

Resolved:

The Faculty Senate (2023-2024) requests for the following draft “Creation and Approval Process for Policies with University-Wide Applicability” be considered by the President, Senior VPs, Provost, General Counsel, and all other pertinent administrative offices to be considered and used in the development of a “Policy on Policies” procedure, collaboratively refined with university constituents (e.g. Faculty Senate, Staff Advisory Council, Student Government), and made clearly visible.

**Additional Information**

The draft policy below was reviewed by the Executive Committee of the Faculty Senate Fall 2023.

The Provost was made aware of the development of this draft policy in Fall 2023 meetings with the Executive Committee of the Faculty Senate.

The draft policy below was shared with the Full Senate prior to the November 15, 2023 meeting and feedback was welcomed from all Senators.

The draft policy below was on the agenda of the Nov. 15, 2023 full senate meeting. Feedback was welcomed from all Senators.

The draft policy below was shared with Matthew Phillips in the Provost’s Office on January 8, 2024.

DRAFT - **Creation and Approval Process for Policies with University-Wide Applicability**

**Responsible Official**: Senior Vice President (or Provost) and General Counsel

**Division/Department**: Office of the General Counsel

**Effective Date**: XXXX

**Last Revision Date**: XXXX

**Overview**

All policies of university-wide applicability must be drafted, approved, and disseminated in the standard manner set forth in this policy. University-wide applicability concerns policies that apply to all employees and/or students of the University. In contrast, for example, a policy that has applicability solely to a particular School is not a policy with university-wide applicability.

A policy refers to a strategically crafted, high-level blueprint outlining overarching objectives and endorsed methodologies that systematically direct and shape both current and future decision-making processes. A policy may define a procedure that should be followed or a set of standards that must be complied with or a process that guides decision making. Policies should be clear and adhere to the values of the university, including integrity, inclusion, respect, collaboration, humility, justice, etc.

**Applicability**

This policy applies to all policies of university-wide applicability.

**Promulgation of Policies with University-wide Applicability**

Each Vice President (VP) and the Provost is responsible for the promulgation of policies of university-wide applicability in the area of their responsibility. In fulfilling this responsibility, Vice Presidents and the Provost shall (a) monitor the appropriateness of existing policies; (b) identify the need for and draft new or revised policies; (c) consult with others – such as Faculty Senate, Provost, Deans, administrators, Office of General Counsel, and/or the President or the appropriate Executive or Senior Vice President – as needed and appropriate; and (d) authorize publication to the policies.wfu.edu website. Each policy must be clearly assigned to an appropriate VP or the Provost and this individual will need to oversee that the policies are current, equitable in addressing the constituent needs, appropriate, and enforced equitably.

**Policy Creation Process**

Creation of a new policy or policy revision may be initiated by any member of the university and follow the appropriate channels to the appropriate VP (for academic matters, it is the Provost). As an example, a faculty may initiate the need for a new policy or policy modification via the Faculty Senate. Similarly, a student may initiate the need for a new policy or policy modification via the Student Government. All Schools as constitutive units are strongly encouraged to use this policy format and/or a similar process within their respective governance structures.

**Approval of Policies with University-wide Applicability that Impact All Faculty**

Policies that impact all faculty must be reviewed and approved by all Deans and by the Faculty Senate. Feedback should be provided in writing to the appropriate VP or Provost for academic matters. The appropriate VP or Provost should communicate with the Deans and the Faculty Senate what feedback was addressed and how, as well as what feedback was not addressed with written reasoning.

**Approval of Policies with University-wide Applicability that Impact All Students**

Policies that impact all students must be reviewed by the Student Government, who will provide feedback in writing to the appropriate VP. The VP should communicate with Student Government what feedback was addressed and how, as well as what feedback was not addressed with written reasoning.

**Form of Policies with University-wide Applicability**

All policies with university-wide applicability shall be in the Standard Policy Format, to be found \_\_\_\_\_\_\_ and to include dates (e.g. effective dates, past version dates, dates of approvals by the appropriate constituencies, etc.).

**Dissemination of Policies with University-wide Applicability**

All policies with university-wide applicability shall be posted on policies.wfu.edu. WFU IS is responsible for the technical maintenance of the policies.wfu.edu website and each appropriate VP or the Provost must communicate with WFU IS to post policies on the polices.wfu.edu website prior to any effective date.

**Applicability to Policies in Force before XXXX**

Policies of university-wide applicability that are in force before XXX (the effective date of this policy) shall be reformatted into the standard format and posted on policies.wfu.edu no later than XXXX.

**Contact Information**

For a clarification of this policy, contact the following:

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**Revision and Approval History**

Version Published on: XXXX

Approval by appropriate VP or Provost:

Approval by Deans:

Approval by Faculty Senate:

Reviewed by Student Government: