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Policy Title	Policy on University Policies
Issue Date	November 26, 2007
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Responsible Office	Office of the President
Contact Information	Office of Institutional Effectiveness Phone: (770) 423-6976 Email: policy@kennesaw.edu

## 1. Policy Purpose Statement

This policy establishes a uniform process by which Kennesaw State University (KSU or the University) policy is created, authorized, and maintained. This policy lists guidelines for the issuance and review of University policy and its inclusion on the University website, Policy at KSU, which is the official repository of University policies and procedures.

## 2. Background

A policy is a guiding principle to set direction in an organization. Policies must be followed uniformly by all units of the University. Therefore, there will only be one source for a given policy, formal structure and process for authorization, legal oversight, financial oversight, managerial control, and maintenance of official policy documents. As appropriate, University administrators, faculty, or staff will be designated to create KSU policy and procedures that are deemed necessary.

## 3. Scope

This policy applies to University employees (faculty and staff) and third parties as noted within a policy. University policy includes only those policies and procedures that are generally applicable to more than one office or department of the University. Matters pertaining only to the internal procedures of a given department or office are not considered within the scope of this policy.

## 4. Exclusions or Exceptions

Any exclusion or exception to a policy is stated in Section 4 of a policy. Additionally, the responsible office and contact information for each policy is stated at the start of each policy. All questions should be directed to the responsible office.

## 5. Definitions and Acronyms

- a. **Policy:** a written statement of management philosophy and direction, established to provide direction and assistance to the University community in the conduct of University affairs.
- b. **Policy category:** policy area that aligns with those of the Board of Regents of the University System of Georgia or as determined by the University administration.
- c. **Policy portal/website:** official public site for approved University policy.
- d. **Procedures:** written statements that prescribe specific actions to be taken to conform with established policies -- allowing for the orderly implementation of those policies.
- e. **Responsible office:** University administrators who are responsible for the accuracy and timeliness of policies and procedures relating to their areas or departments. This responsibility includes proper notification of changes and updates to policies and procedures, and conducting a review of policies annually.
- f. **Shared governance review and comment:** process of open review and comment by members of the University's shared governance bodies. Comments are compiled by the proposed policy owner/drafter for presentation to the President's Cabinet and president.

## 6. Policy

In general the need for a new policy or revision to existing policy is identified and initiated by the responsible office of a policy category. A KSU employee or shared governance body may also identify and initiate a new policy proposal or revision to existing policy. Key administrators are responsible for identifying areas of operation within their organizations that are in need of new or revised policy or procedure changes, for recommending appropriate policy statements and procedures, and for assuring adherence to established policies and procedures in the conduct of their department's affairs.

Based on events or mandates, the University president or the President's Cabinet may decide it is necessary to create policy and notify the responsible office to begin action on a proposed policy.

Approved policy is posted on the Policy at KSU website following shared governance review and signature by the University president. For the consolidation and standardization of University policies, the University website has been established as the official location of approved University policies and procedures. This format makes policies and procedures available to the University community in an electronic format, which reduces the need to publish and distribute paper copies.

Policy announcements are provided via the policy website, emails to shared governance bodies, and KSU Inform. Policy-writing guidelines, process workflow, and a policy template are available on the Policy at KSU website. Additionally, members of the Policy Process Council and the director of the Office of Institutional Effectiveness are available to assist policy writers.

Policy categories largely follow those of the Board of Regents of the University System of Georgia. The table below provides examples of policy categories; others may be added as needed.

<i>Policy Category [alpha order]</i>	<i>Responsible Office(s)</i>
Facilities	Operations/Business
Finance and Business	Operations/Business
Governance	President
Information Technology	Operations/Information Technology
Legal	Legal Affairs
Personnel	Academic Affairs and/or Operations
Public Service	Academic Affairs
Records and Publications	Operations/Business
Research	Academic Affairs
Student Affairs	Academic Affairs and/or Student Success

## 7. Associated Policy/Regulation

- a. Not applicable at this time.

## 8. Procedures Associated with this Policy

The Office of Institutional Effectiveness will maintain the master list of policies and policy numbers. An approved copy of each policy is kept on file and made visible via the policy website. KSU units wishing to provide visibility to official policy can link to the Policy at KSU website, and users may print copies directly from this site. Copies of official policy may not be stored separately on unit servers or websites. This ensures that viewers and users have access to current and approved policy.

- a. [Guidelines for Drafting and Coordinating Policy for Review and Approval](#)

## 9. Forms Associated with this Policy

- a. [Policy Format Template](#)

## 10. Violations

KSU employees and/or third parties as noted within a policy are responsible for complying with KSU policy. Violations of this policy will be handled by the Office of the President or his/her designee.

## **11. Review Schedule**

Each responsible office/policy owner is responsible for the review of and update to University policies within his/her respective areas according to the University's policy review schedule. If corrections, changes, or revisions are necessary prior to a policy's scheduled review, the responsible office should contact the Office of Institutional Effectiveness as soon as possible in order to decide on the appropriate actions. The policy will be updated, the date and revision number changed, and the revision noted in Section 6.0; it will then be returned to be approved and released.