DSU
Policy Development Process

Prepared for:

Administrative Rules Review Committee

August 24, 2017

Presenters:
Paul Morris, VP of Administrative Affairs
Sylvia Bradshaw, Co-Chair, Policy Steering Committee

Policy Steering Committee

Committee Advisors:
General Counsel, *Doajo Hicks, J.D.*
Exec. Director of HR, *Travis Rosenberg*
Chief of Staff, *Courtney White, J.D.*

Committee Chairs:
Staff Co-Chair, *Staff Association Representative*
Faculty Co-Chair, *Faculty Senate Representative*

Committee Members:
Faculty Representatives from each College
       College of Business & Communication
       College of Education
       College of Health Sciences
       College of Performing Arts
       College of Science & Techonology
Information Security Officer
NCAA Advisor/Eligibility Coordinator
Director, Events Services & Risk Management (Fire Marshal)
Director, Internal Audit
Director, Student Involvement and Leadership
Director, Sponsored Programs
Director, Payroll & Grants Accounting
DSU Student Association, VP of Academic Affairs

Policy Website Coordinator
Administrative Support

Policy 101: Policy Process

DSU creates, approves, issues, revises, and maintains all university wide policies to provide continuity, accessibility, clarity, and transparency to the university community.

Step 1: Policy Request Submission

Any University employee, stakeholder, subject expert, or student can submit a Policy Request form:

- New Policy
- Editorial or Non-substantial Revision
- Substantial Revision
- Policy Deletion
- Other

Step 2: Policy Owner/Steward Assignment

- PSC reviews policy request and identifies the proper Policy Owner:
  - President,
  - VP
  - General Counsel, or
  - Exec. Director of HR
- Subject expert identified as Policy Steward
- Faculty, Staff, and Student Associations are notified

Steps 3 & 4: Public Review

Step 3:
- Policy Owner provides an approved draft of the new/revised policy to PSC for posting

Step 4:
- Policy draft is posted in the Policy Library for public comment and review
- Email notification sent to campus community

Steps 5 & 6: Committee Review

Step 5:
- PSC reviews comments with Policy Owner/Steward
- PSC facilitates any changes requested

Step 6:
- General Counsel perform final legal review
- Updated policy draft is sent to PSC

Steps 7 & 8:
Councils & Board of Trustees

Step 7:
- Academic Council for approval (if academic)
- University Council for approval

Step 8:
- Policy is presented to Board of Trustees two weeks prior to vote

Steps 9 & 10:
Approval & Post Review

Step 9:

- Proposed policy considered for approval by Board of Trustees

Step 10:

- Approved policy placed in official Policy Library
- 5-year review cycle

Policy 552:
Student Rights & Responsibilities

✓ Identified for update by students
  ➢ Policy Owner
    • Dr. Peter Gitau, VP of Student Affairs
  ➢ Policy Stewards
    • Kendra Jensen, DSUSA VP of Academics
    • Luke Kerouac, Director of Student Leadership
✓ Stakeholders developed revision
✓ Dr. Gitau approved for public posting
✓ Comments reviewed and policy revised.
✓ Presented to Academic Council, University Council, and Board of Trustees for approval
✓ Approved & posted to Policy Library on April 28, 2017

Thank you!

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