

METROPOLITAN STATE UNIVERSITY REGULATIONS



University Policies and Procedures

University Policy #1000

Section 1. Purpose

It is the purpose of this policy to provide clear and consistent guidelines to be followed in drafting or revising university policies and procedures for conducting the business and functions of the University as authorized by and in compliance with the MnSCU Board of Trustees Policies and Procedures, State Statutes, Federal and State Agency Rules, and collective bargaining agreements.

Section 2. Policy

University policies and procedures will be developed and updated as needed to ensure that University employees and students have clear, consistent, and effective guidelines for conducting themselves and the affairs of the University within the parameters of our governing bodies and documents.

1. Definitions:
 - a. A “*university policy*” is an institutionally approved and published strategy for carrying out the institutional mission and operation of Metropolitan State University within the parameter of MnSCU Board policies and under the authority delegated by the MnSCU Board.
 - b. A “*university procedure*” delineates the institutionally approved and published course of action to be followed by the university and by its employees, students, or visitors to facilitate the routine and continuing functions of the University and/or to deal with special situations or events that may arise during the course of operations.
 - c. “*Institutionally approved and published*” means that the policy or procedure:
 - i. Has been formally approved by the university president.
 - ii. Has been made accessible to the university community (e.g, by inclusion in posted University Policies and Procedures site).

2. Style:

University policies and procedures will be written in accordance with the Metropolitan State University style manual.

3. Format:

- a. Policies and procedures will include a title line with a policy/procedure number and a subject matter title.
 - b. All university policies will include the sections listed below; additional sections may be included as appropriate to the particular policy:
 1. **Purpose**—brief statement of why the policy is needed or beneficial
 2. **Policy**—the policy statement
 3. **Authority**—statement of authority for policy
 4. **Effective Date**—when the policy will take effect
 5. **Responsibility**—position of person(s) responsible for implementing and revising the policy
 6. **Implementation**—how the policy will be operationalized
 7. **Review**—a timeframe for a review of the policy
 8. **Signature**—President’s signature and date
 - c. All university procedures will include the sections listed below; additional sections may be included as appropriate to the particular procedure:
 1. **Purpose**—brief statement of why the policy is needed or beneficial
 2. **Authority**—statement of authority for policy
 3. **Effective Date**—when the policy will take effect
 4. **Responsibility**—position of person(s) responsible for implementing and revising the policy
 5. **Procedure**—the action steps by which the related policy will be operationalized; may be presented as a single section or a number of sections
 6. **Review**—a timeframe for a review of the policy
 7. **Signature**—President’s signature and date
 - d. Effective with approval of this policy, university policies and procedures will also contain annotation as to dates of approval and/or revision.
4. Numbering: University policies and procedures will be numbered as follows:
- a. Policies:
 - 1000-1999--All University
 - 2000-2999--Academic Affairs
 - 3000-3999--Student Affairs
 - 4000-4999--Administrative Affairs
 - 5000-5999--Human Resources
 - 6000-6999--University Planning and Advancement
 - 9000-9999--Miscellaneous
 - b. Procedures:
 - 100-199--All University
 - 200-299--Academic Affairs

300-399--Student Affairs
400-499--Administrative Affairs
500-599--Human Resources
600-699-- University Planning and Advancement
900-999--Miscellaneous

5. Review: The university policy or procedure may be updated, amended, or revoked as needed. The Office of the President will maintain a schedule by which university policies and procedures will be reviewed and continued, updated, amended, or revoked (e.g., every five years).

Section 3. Authority

This policy is issued pursuant to the authority granted under Article 1.1 Subdivision 2 of the Minnesota State Colleges and Universities (MnSCU).

Section 4. Effective Date

This shall become effective upon signature by the President, and remain in effect until modified or expressly revoked.

Section 5. Responsibility

The responsibility for implementation of this policy is assigned to Office of the President.

Section 6. Implementation

The University will implement this policy by:

- Maintaining an official file of university policies and procedures in the president's office and making the university policies and procedures widely available to the University community.
- Establishing a set of procedures by which university policies and procedures can be proposed, revised, approved, or revoked.
- Periodically reviewing policies and procedures and updating, modifying, or revoking them as appropriate to ensure compliance of university policies and procedures with MnSCU policy and procedures, state and federal law and regulations, collective bargaining agreements, and actual and best practice.
- Holding members of the university community accountable for operating within the parameters of approved university policy and procedures.

Section 7. Review

This policy will be reviewed every five years, or as needed.

Section 8. Signatures

Issued on this date: June 26, 2014

A handwritten signature in black ink on a light yellow background. The signature reads "Sue K. Hammersmith" in a cursive script.

Sue K. Hammersmith, President

Revised: April 30, 2014