



Policy # 10100

POLICY ON UNIVERSITY POLICIES

Effective Date: January 15, 2008

Effective Date: October 29, 2024

Responsible Office: University Compliance
Division: Operations and Administration

- I. **PURPOSE/OBJECTIVE** This policy governs the establishment, revision and update of all university policies in support of the mission of Grambling State University. University policies must be reviewed, maintained and made available to the University community to ensure compliance and accountability. The purpose of this policy is to ensure effective communication of university policies and to support the identification and use of approved university policies. This policy is designed to provide a uniform university policy format, ensure a consistent review, adoption, amendment and repeal process, and provide for the dissemination and management of university policies.
- II. **STATEMENT OF POLICY** Policies are written to define institutional expectations; to guide employee conduct; and to ensure compliance with institutional, state, and federal laws and regulations by all University constituents. Clearly written policies enhance productivity and efficiency in the daily operation of the University.
- III. **APPLICABILITY** This Policy is applicable to all faculty, administrators, staff, students, individuals affiliated with the University by contract (including non-employees, such as vendors and independent contractors), and visitors. It does not apply to the policies of individual departments/units which, by definition, are subordinate to university policies.
- IV. **POLICY PROCEDURE**
University Policy shall be adopted, maintained, amended and repealed according to the following procedures:

University policy proposals or revisions are brought to the appropriate division vice president following the appropriate protocol depending on the scope of the policy. The proposed policy is subject to review by any or all of the following: Academic Affairs, Faculty Senate, Council of Department Heads, Student Government Association, President's Staff, Executive Cabinet, BOR and/or ULS, or other appropriate entities.

University policies should be submitted on the [official policy template](https://www.gram.edu/faculty/policies/docs/Policy%20Template.doc) (<https://www.gram.edu/faculty/policies/docs/Policy%20Template.doc>)

which includes the following information:

- i. Policy Title
- ii. Document History
 - a. Responsible Office
 - b. Effective Date
 - c. Approved by

- d. Date of Revision/Review
 - iii. Policy Statement
 - iv. Purpose – This should be a concise statement that explains the purpose of the policy
 - v. Applicability – State to whom the policy applies.
 - vi. Policy Procedures – This section should include a description of the procedures and a timeline for completion, a method for monitoring and reporting compliance with the policy, and a schedule for reviewing the policy and procedures.
 - vii. Review the Policy Process Flow Chart posted on gram.edu
- V. **POLICY REVIEW COMMITTEE** The University Policy Review Committee (UPRC) is a standing committee whose members are appointed by the University President. The UPRC is composed of faculty, support staff, student senate representative and administrators for securing wide input. Oversight of the UPRC is under the direction of University Compliance and the committee is chaired by the Compliance Administrator. The UPRC shall meet as frequently as necessary to maintain adequate monitoring and development of policies for the university. For efficiency, proposed policies, amendments, revisions etc. or to be placed on UPRC's meeting agenda, email policy@gram.edu. A spokesperson for the department must be designated to attend UPRC meetings to discuss, explain and/or respond to questions regarding proposed policies. While all suggested revisions and new policy drafts are forwarded to the President's Executive Cabinet for review, final revisions of policies must be approved by the University President.
- VI. **APPROVAL/REVISION** The UPRC is responsible for reviewing, revising and drafting new policies; establishing standard policy review processes needed for achieving consistency; and developing a mechanism to ensure university-wide access to policies. Minor policy revisions do not require additional approval unless the intent of the policy significantly changes. Minor revisions are submitted by the appropriate vice president to the University Compliance office for posting on the University Policies and Procedures website. Minor revisions include changes which are:
 - a) editorial,
 - b) related to an organizational/position name change,
 - c) made to update a contact, resources or link, or
 - d) made to provide clarity or improve grammar.
- VII. **EXECUTIVE AUTHORITY** Whenever it is in the best interest of the university, in exigent circumstances or due to time constraints, the President or his duly authorized designee may exercise his or her executive authority to institute new policies, temporarily suspend the application of existing policies and/or make the necessary amendments, revisions or changes to policies.
- VIII. **DISSEMINATION** All departmental or unit web pages shall include a link to the Official University Policies and Procedures Website instead of posting their own separate versions of approved university policies. Printed versions of university policies may be included in the various resource materials such as the student handbook, faculty handbook, unclassified handbook, announcements and other publications, but such versions must include a disclaimer

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that the official gram.edu website university policies and procedures under University Compliance should be reviewed for the official policy.

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- IX. **REVIEW OF UNIVERSITY POLICIES** University Policy shall be reviewed a minimum of every five years by UPRC. It shall be the responsibility of each policy holder to ensure that their University Policies are reviewed no less than every three years and sooner if there is a change in the law or other circumstances that necessitate review or potential revision.
- X. **EFFECTIVE DATE** This Policy shall apply to University Policies proposed, developed, revised, adopted and issued after the effective date of this Policy. The effective date of this Policy is the date it is adopted and signed by the President.
- XI. **REVISION/REVIEW HISTORY**
- Revision: October 25, 2021