

Policy Writing Guidelines

Purpose:

To outline guidelines for implementing new policy at Slippery Rock University.

Objectives:

The objectives of these guidelines are to ensure:

A common format for proposed policies.

A mechanism for formal approval of new policies.

Central maintenance of policies.

Currency of policies.

Dissemination of new policy in a timely manner to effected departments.

Guidelines:

The president has ultimate authority to set university policy. As new policies are drafted, the responsible vice president or management representative will present proposed policy to President's Cabinet for discussion. Proposed policies must include: purpose, objectives, and policy statements.

After discussion and initial concurrence by President's Cabinet, the appropriate vice president or management representative should communicate the proposed policy to the appropriate bargaining unit(s) for feedback. Depending on the nature of the draft policy, Legal Counsel should be consulted. Suggested revisions or changes will be communicated to the President's Cabinet.

After additional discussion by President's Cabinet and approval by the president, the president will endorse the policy with his/her signature and date. The offices of the president and each of the vice presidents will maintain the approved policy.

The vice president(s) will determine the scope and nature of dissemination of the approved policy within his/her division. When the approved policy impacts all employees, the Vice President for Finance and Administrative Affairs will forward the approved policy to the Office of Human Resources for campus-wide distribution.