Why Do We have Policies?

- Creates a Climate
- Manages Expectations
- Establishes Consistent Practices
- Protection from Audit
- Compliance with Laws and Regulations

It’s Just Plain Good Business!
What Do We Mean by “University Policy”

Four Criteria

• Requires Senior-level (VP) Approval
• Has Broad Application
• Mitigates Risk, Increases Efficiency, and/or Promotes Compliance with Laws and Regulations
• Contains Procedures or Constraints
History of the University Policy Office (UPO)

https://youtu.be/vEfP8MwIoIQ

- Disbelief and Confusion
- Resistance
- Critical Mass
- Routinization
What Policies Do You Use?

STAFF

- University Policy 6.9, Time Away from Work
- University Policy 3.2, Travel Expenses
- University Policy 5.10, Information Security
- University Policy 4.7, Retention of University Records
What Policies Do You Use?

FACULTY

• University Policy 4.6, Standards of Ethical Conduct
• University Policy 3.2, Travel Expenses
• University Policy 1.2, Academic Misconduct
• University Policy 1.7, Financial Conflict of Interest Related to Research
What Policies Do You Use?

STUDENTS

• University Policy 4.8, Alcohol and Other Drugs
• University Policy 4.5, Access to Student Information (FERPA)
• University Policy 6.4, Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct
Policy Volumes

- 1: Academic/Research
- 2: Facilities
- 3: Financial Management
- 4: Governance/Legal
- 5: Information Technologies
- 6: Human Resources
- 7: Student Services
- 8: Risk Management and Public Safety
Who Owns University Policies?

- Responsible Executive
- Responsible Office
- Responsibility of Units
- Other Subject Owners, found in the “Contacts” Section of Policies
The Policy Process

• A Policy Can Begin from Anywhere
• Office or Person Charged with Development
• Impact Statement
• Editorial Group
• Review and Advisory Groups
  • Policy Advisory Group (PAG)
  • Executive Policy Review Group (EPRG)
The Role of the UPO in the Process

- Consult Throughout the Process
- Manage Drafts during Development
- Maintain and Archive the Policies
- Update the Process, Templates, Methodologies, etc
- Act as Clearinghouse
The Role of the RE/RO

• Inform and Enlighten the Community
• Keep the Policy Process Moving
• Communication (Additional to UPO)
• Ongoing Training
• Compliance
• Update Policy When Necessary
Communicating Policies and Policy Changes

- Universitypolicies-1
- Other Email Vehicles
- Policy Website News Items
- Policy Landing Page
- Responsible Executive/Office
How You Can Get Involved

- PAG
- Editorial Groups
- Assemblies
- Unit Leader
- Functional Offices
The UPO and Higher Education Policy

ACUPA: www.acupa.org
Questions and Comments

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