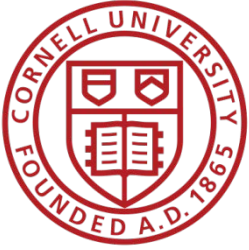


University Policy Office

Division of Financial Affairs

Joshua Adams





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>

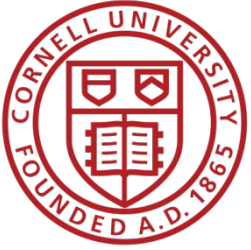
- Disbelief and Confusion
- Resistance
- Critical Mass
- Routinization



What Policies Do You Use?

STAFF

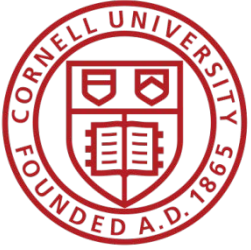
- University Policy 6.9, Time Away from Work
- University Policy 3.2, Travel Expenses
- University Policy 5.10, Information Security
- University Policy 4.7, Retention of University Records



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



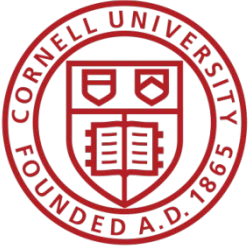
The Policy Process

- 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



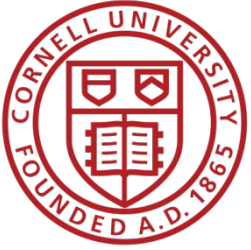
The Role of the RE/RO

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



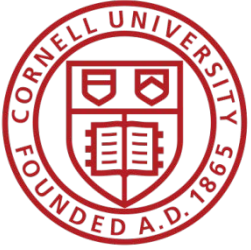
Communicating Policies and Policy Changes

- University policies-1
- Other Email Vehicles
- Policy Website News Items
- Policy Landing Page
- Responsible Executive/Office



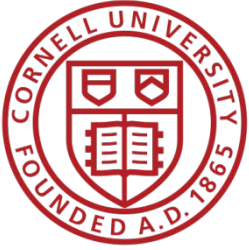
How You Can Get Involved

- PAG
- Editorial Groups
- Assemblies
- Unit Leader
- Functional Offices



The UPO and Higher Education Policy

ACUPA: www.acupa.org



Questions and Comments



Joshua Adams

ja22@cornell.edu

5-8279

Jamie Parris

jamieparris@cornell.edu

5-6837

www.policy.cornell.edu