University Policy on University-Wide Policies

Approved on: August 3, 2016
By: Administrative Council
Effective: August 3, 2016

Policy Statement

Georgia State University strives to have institution-wide policies that are consistent, concise, clear, and readily accessible to the university community. To that end, Georgia State University formally approves, revises, and posts university-wide policies.

All university-wide policies must be approved by either the University Senate (academic and student policies) or the Administrative Council (administrative policies) prior to final approval by the President, as set forth in the University Statutes (Article IV, Section 2; Article VI, Sections 2 and 5; and Article XIII, Section 3). Additionally, in keeping with the University Statutes, Staff Council should have the opportunity to review and make recommendations on all University-wide policies affecting staff (Article VII, Section 2).

This policy proposes a strategy for effective policy management of such university-wide policies that utilizes a systematic policy review process. The Policy Advisory Group (defined below) is responsible for assuring effective policy review and management at the University.

Rationale

University-wide policies interpret and enable the administration and implementation of mandates from the federal government, the State of Georgia, the Board of Regents of the University System of Georgia, accrediting bodies and other external regulatory bodies. They also define standards of practice established by the University Senate and the Administrative Council.

Applicability/Eligibility

This policy applies to all individuals engaged in developing and maintaining University-wide policies.

Exceptions

Where legal or compliance imperatives demand an immediate modification (or suspension) of policy (and practice), an interim policy will be developed and enacted, pending formal review and approval.

Policy Format and Procedures: Following the Effective Date of this policy, the PAG shall implement any procedures necessary to effectively administer the university-wide policy process. Additionally, following the Effective Date of this policy, the PAG shall disseminate a Policy Format Template.

Administration of Policy

Mandating Authority: Administrative Council
Responsible Office(s): Office of the Associate Provost for Institutional Effectiveness
Director, Assessment and Accreditation
Responsible Executive(s): Provost and Vice President for Academic Affairs

Policy History

This policy formalizes accepted practice based upon the University Statutes and revises the previous policy dated May 7, 2008.

Definitions

Policy  A policy is a governing principle that mandates or constrains actions. University policies describe accepted standards of conduct, criteria for granting privileges or benefits, or means of conducting university-related activities.

University-wide Policy  Policy that applies across all colleges, divisions, units, and departments of the University.

Academic Policy  Policy that covers general education matters of the University (learning, teaching, research), and student activities.

Administrative Policy  Policy that governs the administrative operations of the University (financial and accounting operations, business operations and transactions, personnel transactions and management, facilities maintenance, security, cyber security, information systems, etc.).

Procedures  Guidelines that explain how a policy is to be implemented and the steps necessary to comply with the policy.

Policy Advisory Group (“PAG”)  A University committee charged with advisory oversight of the policy process to ensure that all necessary elements are completed, and to identify overlap or conflict with other policies or federal, state, Board of Regents of the University System of Georgia, accrediting bodies, or other applicable regulatory bodies’ laws, regulations, and/or mandates. In serving such role, the PAG shall not evaluate or comment upon the substantive content of any proposed policy. The members of the PAG are appointed annually by the Provost.

Additional Information

- University Statutes (Article IV, Section 2; Article VI, Sections 2 and 5; Article VII, Section 2; Article XIII, Section 3)
- Senate By-Laws (Article I, Section 2)

Category: Governance and Legal

Index Words: Policy on policies, policy format, policy guide, policy development, Policy Advisory Group, policy management