



Title of Policy: Policy on Policies
Policy No. # 1.0002
Type of Policy: Governance
Effective Date: October 1, 2020
Last Revised: New

Policy Owner: Board of Trustees
Policy Contact: Executive Committee

I. Reason for Policy

The purpose of this Policy on Policies is to establish uniform procedures for the creation, development and improvement of policies. Policies set standards of excellence for all University divisions and third parties. Hence, this policy addresses the process for developing and maintaining all University policies.

II. Policy Statement

Florida Memorial University requires that all policies be developed by a uniform process. Policies may be submitted by any unit within the University but must be submitted to the Policy Development and Review Committee on recommendation of the divisional Vice-President or his/her equivalent. It is expected that all policies in development be:

- A. Aligned with the University’s missions and/or goals.
- B. Constructed using a common format that meets the standards of higher education.
- C. Maintained in a central location.
- D. Available to all University constituents.
- E. Kept current by periodic review.
- F. Approved by appropriate institutional procedures.

III. Scope

This policy will apply to all University constituents who engage in the creation, development or improvement of policies for advancement of the University.

IV. Definitions

Term	Definition
Policy Development and Review Committee	<p>The Policy Development and Review Committee (PDRC) exists to provide support and regulation to the University’s policy development life cycle, ensuring that new policies and/or changes to policies are sound before recommending adoption. The PDRC is chaired by the University General Counsel and composed of the following departmental representatives:</p> <ol style="list-style-type: none"> 1. Provost or Designee 2. Athletics 3. Chaplain 4. Enrollment Management 5. Faculty Senate Representative 6. Finance & Administration

	<ol style="list-style-type: none"> 7. IT 8. Safety & Security 9. Student Affairs <p>The membership may be amended from time to time as needs arise.</p>
Policy	A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the University community in the organization of University affairs that is broad enough to encompass all aspects of the issue addressed.
Governance Policy	<ol style="list-style-type: none"> 1. Is a governing principle that mandates or constrains actions. 2. Has University-wide application. 3. Changes infrequently. 4. Sets a course for the foreseeable future. 5. Helps ensure compliance with applicable laws and regulations. 6. Reduces risk to the institution. 7. Is approved by the Board of Trustees or the President in the case of Administrative policy.
Administrative Policy	<p>An Administrative policy is developed to improve operational excellence. These policies generally do not require Board approval since their objective is to:</p> <ol style="list-style-type: none"> 1. Improve the quality of daily operations. 2. Address operational deficiencies that inhibit maximizing the use of resources. 3. Assist in effecting administrative or operational change. 4. Focus on operational guidelines and procedures. 5. Provide operational discretion to make needed adjustments. 6. Provide guidance to administrators for effective management. <p>Members of the Board are not involved in day-to-day operations. However, the University will need to make certain policy changes. The University will assure that the Board is notified prior to the approval and implementation of any new Policy or changes.</p>
Operational Procedures	<p>A procedure is a guideline or series of interrelated steps taken to implement the policy. Procedures:</p> <ol style="list-style-type: none"> 1. Should identify and link to an applicable policy. 2. Should be written in a format that is easy to follow and delineates steps to be followed. 3. Should be reviewed and updated periodically to ensure agreement with the most current revision of the policy and practices within higher education. 4. Do not require approval by the Board of Trustees, but only by appropriate institutional processes, including the President.

V. Responsibilities

It is the duty of the President or designee to ensure that all policies have appropriate approval.

VI. Enforcement

This policy shall be enforced by the President. Any employee who violates this policy will be subject to disciplinary action that may result in warning, probation, suspension or separation from the University.

Approved:

Signature	Title	Date
<i>William McCormick</i>	<i>Chairman, FIU BOT</i>	<i>10/29/20</i>