

## **Adoption of University Policies**

### **Policy Statement**

The University wishes to ensure that its community has ready access to sound, clear, and current governing Policies. Toward that end, University Policies will be adopted in a manner consistent with University governance channels; approved and monitored by authorized University officials; maintained centrally on-line at a University website; written consistently with institutional objectives and applicable external requirements; and presented in a comprehensible and common format.

- A. The senior institutional official, typically a Vice President or a member of the Provost's office, having authority and responsibility for the program, activity, conduct, or endeavor to which a Policy applies or would apply ("responsible official"), should initially confirm the need for the Policy in light of external standards and requirements, institutional objectives, or best practices. Although responsible officials may delegate tasks relating to policy development or administration to subordinate officials, the policy initiative and final Policy must ultimately be approved by the responsible official. The first step is thus for the policy initiator to ensure that he or she is authorized to proceed. Questions regarding institutional jurisdiction, authority, or responsibility should be directed to the General Counsel.
  
- B. The responsible official will then notify the Policy Approval Committee, which includes the President's Chief of Staff (who shall serve as Chair of the Committee), the General Counsel, and the Chief Financial Officer, of the plan to develop the policy.

Step Two: Development & Approval for Submission

make recommendations to the Policy Approval Committee as to how the policy should be publicized, which must be approved by the Policy Approval Committee.

**Step Four: Implementation and Promulgation**

The responsible official must also publicize and distribute a copy of the policy to the University community members to whom it applies and to offices that may have implementation responsibilities. Copies of all duly approved policy documents will be maintained in the Office of the General Counsel.

***Revising a University Policy:*** Responsible officials are required to howd p-6iel

# Yeshiva University Policy Template

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**Title of the Policy**

**Policy Statement**

This section shall consolidate the technical or significant terms contained within the policy and define these words within the context of the policy's intent. The terms should be listed alphabetically.

## **Procedures**

The procedures are the methods established for the implementation of the policy. If a policy is "what" the institution does, its procedures are "how" it carries out its policy. Present the procedures related to the policy in this section.

## **Forms**

All forms related to the policy are to be listed here. If the forms are web based, this section will link to the form.

## **Contacts**

This section should specify the contact person for operational questions about the policy and the responsible official for the policy, generally a vice president will be the responsible official.

The standard language format for this section is:

Questions related to the daily operational interpretation of this policy should be directed to:

(person's name, title and office)

xxx-xxxx

email address

The {title and office} is the official responsible for the interpretation and administration of this policy.

## **Related Documents / Policies**

Related documents / policies that the University community should know about should be listed in this section.

## **Effective Date / Revision Date**

This will be the date the policy is approved by the President or other governing body.