

## Determining Need for a New University Policy

### Policies should be created for issues that:

1. Apply broadly across the University
2. Promote operational efficiency
3. Manage institutional risk

### Policies should be designed to:

1. Establish consistent work standards, rules, and regulations
2. Provide consistent and fair treatment for employees
3. Ensure compliance with applicable laws and regulations
4. Manifest and operationalize the university's mission, vision, values, and principles

Keep in mind that one employee's poor behavior should not require a policy that will affect all other employees.

Policies are for the many employees not the few exceptions.

You do not want to create policies for every contingency, thus allowing very little management latitude in addressing individual employee needs. Conversely, you want to have needed policies, so that employees never feel as if they reside in a free-for-all environment of favoritism and unfair treatment.

## University vs. Department

**University Policy:** As stated in the Board Statement on the Delegation of Authority, a University Policy "typically communicate[s] the broad, strategic expectations of the President regarding the University's affairs." A University Policy is written plan or general course of action, having broad application throughout the university, intended to govern the actions of all employees, faculty, students, visitors, and others who come in contact with Western Oregon University. A University Policy helps ensure compliance with applicable laws and regulations; promotes the University's mission; contains guidelines for governance; and/or sets limits within which people are expected to operate.

### Differentiating between university policies and department policies

University Policies are policies that affect critical areas or major functions of the university. A document that pertains only to the operation of a specific department is a department policy. Because University Policies go beyond the scope of one single department, they must be brought to the Policy Council. Department policies do not need to go through this process. Although department policies do not need to come to

Policy Council, they must comply with the Board Statement on the Delegation of Authority.

### **Department Policies and Procedures**

Any unit within the University such as a college, school, department, or unit may issue policies or procedures that relate to matters of interest predominantly within that particular unit, as long as those policies or procedures do not conflict with university policies and are consistent with applicable law. These policies or procedures are to be referred to as department policies or department procedures and do not need to follow the process for University Policies. No college, school, department or unit may adopt a University Policy without the process set out in the Board Statement on the Delegation of Authority. In the event of a conflict between a University Policy and a department policy, the University Policy supersedes.