



**Northern Illinois
University**

**University Policy Library
Launch and Policy on Policy**

**Submitted by:
Rebecca D. Hunt, PhD**

Background of the Policy Library



- The Policy Library initiative began in 2016 by the University Council-Faculty Senate's Rules, Governance and Elections Committee (RGE).
- Presentations to Faculty Senate and University Council outlined how a policy library would help provide a centralized place for all university-wide policies to enhance consistency and transparency.

Background of the Policy Library



- A letter to the President in 2017 from shared governance and the RGE leadership proposed the creation of the policy library and funding for a Policy Librarian.
- The Policy Librarian position began in August of 2018.

Background of the Policy Library



- University-wide policies were collected in the fall of 2018 and spring of 2019.
- The Policy Library was launched April 9, 2019. The link is: <https://niu.edu/policies>

Defining University Policies



University Policies are:

- Statements of principles
- Associated with the conduct required of Northern Illinois University employees and students
- Consistent with the University's purpose and mission
- Must be followed

Defining University Policies



Examples of university policies:

- Alcoholic Beverage Policy
- Disability Resource Center Policy
- Clean Desk Policy
- Nondiscrimination, Harassment and Retaliation Policy and Procedures for Students, Faculty and Staff

Policy on Managing University Policies



- The primary document that formalizes the University policy making procedures.
 - Drafted in collaboration with shared governance and university stakeholders
- Intended to provide structure, consistency, and transparency to the policy-making process.
- Establishes the process for developing, reviewing, approving and maintaining all University-wide policies

Policy on Managing University Policies



- The Constitution and Bylaws are exempt from this policy.
- The Constitution and Bylaws will follow established shared governance procedures.
- The President is the approval authority for the Policy on Managing University Policies.

Roles and Responsibilities



The Policy Librarian:

- Maintains, publishes and notifies the university community of all approved and revised university policies.
- Establishes a review cycle for the policies.
- Works closely with University Archives for proper archiving of policies.

Roles and Responsibilities



The Policy Library Committee:

- Comprised of university representatives who meet on a monthly basis.
- Responsible for reviewing university policy proposals.
- Recommends approval, revision, rescission, and rewriting of new and existing policies.

Roles and Responsibilities



The Policy Library Committee:

- Considers whether a policy is necessary and consistent with the mission of the university.
- Recommends the appropriate policy approval authority for final approval of a policy proposal.
- Identifies, as needed, content experts/other resources needed for policy development, approval and/or review.

Policy Library Committee



- Executive Vice President and Provost (or designee)
- Vice President for Administration and Finance (or designee)
- Senior Associate Vice President for Human Resources
- Executive Secretary of University Council
- Chair, University Council Rules, Governance, and Elections
- President, Operating Staff Council
- President, Supportive Professional Staff Council
- President, Student Association
- General Counsel (or designee)

Policy Procedures



- Policy proposals and revisions are submitted using the online policy template.
- The Policy Librarian will submit the policy proposal/revision to the Policy Library Committee.

Policy Procedures



- The Policy Library Committee will approve the policy proposal/revisions and send to the Policy Approval Authority (President, University Council, or Board of Trustees).
- Once vetted, the Policy Librarian will place the policy proposal/revision on the Policy Library website for 30 days for review and public comment from the university community.

Policy Procedures



- Comments will be reviewed and, if needed, changes to policy proposal/revision will be made.
- The final policy proposal/revision is returned to the Policy Library Committee with relevant changes.

Policy Procedures



- If no further consultation is needed, the proposal/revision is sent to the Policy Approval Authority for final approval.
- The Policy Librarian will publish the final approved policy/revision to the Policy Library website.

Policy Procedures



- The procedure continues for each new policy proposal or policy revision.
- All policies will be placed on a three-year review cycle to keep the policy library current.



Thank you.