



UNIVERSITY OF BRIDGEPORT

POLICY AND PROCEDURE

TITLE:	Policy Management Policy
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POLICY STATEMENT:

The University of Bridgeport seeks to provide clear, consistent, and efficient processes for the creation and management of institutional policies. The information in this policy details how policies are managed throughout each stage (i.e., proposal and development, approval, editing, dissemination, and annual review and updates). The guidance is provided to the UB Community to support best practices in how policies are generated, applied, and reviewed. In strengthening policy management, the institution maintains reliable adherence to its mission, equitable practices with all constituents, and integrity with both internal and external stakeholders.

The Office of Institutional Effectiveness (OIE) provides support and oversight for policy management. Chiefly, the OIE offers general policy guidance, support for the approval process, oversight of policy editing and placement on the UB website, and leads an annual review initiative to ensure that all policies are continuously improved, accurate, and relevant. In addition to the annual policy review, all policies are subject to review at any time by UB administration, including Cabinet and the Board of Trustees.

PROCEDURE DETAILS:

The table below provides general guidance and procedures on the main tenets of policy management:

AREA	GUIDANCE
Responsible Office	<p>Every policy is assigned a responsible office, also known as “policy ownership.” The leader of the responsible office, in consultation with faculty and/or staff (as appropriate), determines if a policy idea should advance. The responsible office should be the department most closely aligned with the purpose of a given policy. (i.e., policies concerning admissions have the admissions department listed on the policy template as the responsible office.)</p> <p>Further, the responsible office coordinates with the OIE for the annual review and confirms that policy revisions contain the most current legal requirements. They ensure that the policy content is consistent with catalog content and accurately portrays the conditions and opportunities available at University of Bridgeport.</p> <p>Finally, the responsible office ensures that their policy (or policies) appear on the institutional website to provide information that is complete, accurate, timely, readily accessible, clear, and sufficient for intended audiences to make informed decisions. The <i>policy and procedure template</i> (Appendix A) provides additional guidance regarding the responsible office.</p>
AREA	GUIDANCE
New Policy Development	<p>The UB administration encourages policy development by any member of the faculty or staff. Ideas may be submitted to the leader of the responsible office, the OIE, or at annual Community Day events via the, “ask the President” segment.</p>

	<p><u>Procedure for New Policy Development:</u> The process and details regarding how to move an idea for a new policy to an approved policy are as follows:</p> <ul style="list-style-type: none"> • A policy idea must first be initiated and presented to the leader of what is expected to become the responsible office. • If, after appropriate consultation with faculty and/or staff, the leader of the responsible office is in agreement that a policy should be drafted, a policy author is selected. • The author must review the <i>policy and procedure template</i> (Appendix A) and <i>policy guidance sheet</i> (Appendix B) prior to beginning work. • Assessing support levels and gathering input from constituents who would be affected by the proposed policy is a critical step. In some cases, it may be appropriate to consult with the <i>Academic Affairs Committee</i>, a student focus group, or other governing body to hold discussion and determine support. • After securing feedback and support regarding the proposed policy, the responsible office submits a draft to the OIE for review. The draft should be accompanied by the <i>governance transmittal form</i> (Appendix C) and any appendices or forms associated with the proposed policy. The submission must use Word format and be titled with the name of the policy and the creation date as follows: <i>Name of Policy 12.2023</i>. All submissions should be sent to the OIE using the request form found on the website at: https://forms.bridgeport.edu/institutional-effectiveness-request/ • The policy draft will be reviewed by the Vice President of Institutional Effectiveness. Those submitting policies should allow two weeks from submission to be notified from a member of the OIE regarding the status. The policy may be approved, denied, or sent for an interactive editing process between the OIE and the responsible office. Policies that are denied at this stage will include communication regarding how the responsible office might choose to move forward. • Once the draft policy is approved by the Vice President of the OIE and final edits are complete, a copy is shared with Cabinet and University President. Depending on their meeting schedule, this process generally takes two to four weeks. • The Cabinet may approve or deny the policy. If the Cabinet approves the policy and the decision is fully supported by the President, the policy becomes actionable on the date it is approved and signed by the President. If the Cabinet denies the policy, the policy is not actionable. The OIE will communicate the decision of the Cabinet and whether the policy has presidential approval to the leader of the responsible office. • The final step for a newly approved policy is for the OIE to authorize the posting of the policy to the institutional website for dissemination. The responsible office is asked to notify all stakeholders impacted by the new policy; this is necessary to support their knowledge of the policy and ensure compliance. While new policies are considered active on the date of presidential approval, a best practice is to allow time for stakeholders to become familiar with the policy prior to implementation. (A scaffolded approach is sometimes appropriate.) • When a draft policy becomes an approved policy, the information from the governance transmittal sheet is documented in the <i>History</i> section of the policy. After this step, the OIE will save the policy and transmittal sheet within the OIE storage system for the institutional archives.
AREA	GUIDANCE
Policy Approval	Proposed new policies must be first approved by the leader of the responsible office, the Vice President of the OIE, the Cabinet, and the University President. (See the sections on “New Policy Development” and “Annual Review and Updating an Existing Policy” for more details.)

Editing a Policy	<ul style="list-style-type: none"> • The responsible office should edit their policy, as appropriate, during the annual review process and avoid updates in the interim. (See section on “Annual Review and Updating an Existing Policy” for more details.) • All policies, new and revised, are reviewed by the OIE prior to posting on the UB website. The OIE will collaborate with the responsible office to edit a final policy for clarity, grammar, accuracy, alignment with existing policies, and consistency with the UB template for policies and procedures.
Disseminating a Policy	<p>The responsible office should inform all stakeholders that will be affected by a new policy of its existence. All institutional policies should be posted on the UB website and stay consistent with other institutional formats, such as a syllabus, the student or faculty handbooks, or similar resource. Transparency is integral to the success of the institution and no policy shall exist in secret. (See section on, “New Policy Development” for more details.)</p>
Annual Review and Updating an Existing Policy	<p>During the summer semester of each academic year, the OIE will initiate the annual policy review process. The annual policy review initiative will take at minimum four to six weeks to complete for the entire university. This is time for all responsible offices to review and update their policies. The process and details regarding this process are as follows:</p> <p><u>Procedure for Annual Policy Review and Updates:</u></p> <ul style="list-style-type: none"> • The OIE will notify all responsible offices with approved policies when it is time to begin the six-week policy review period. The expectations will be communicated in an email and the most recent master copy of any policies in their purview will be provided for reference. • The responsible office is asked to read any policies within their purview, make appropriate edits, and send a new master copy to the OIE. Submissions must be received in a Word format and may be further edited by the OIE for clarity, accuracy, alignment with existing policies, and consistency with the UB template for policies and procedures. • With the exception of special circumstances (i.e., a legislative update requiring a policy adjustment), policy changes should be limited to the annual review period. This best practice allows for a systematic review that will ensure that any related print or digital media are also properly updated. Further, the UB community can come to expect policy edits each summer, promoting an organized process that avoids unintentional disruption. • The purpose of policy review is to provide an opportunity for the following: <ul style="list-style-type: none"> ○ Update laws or regulations influencing the policy or procedures ○ Revise the content of the policy or the process in a procedure ○ Edit the policy to better reflect current practice, accuracy, and relevancy ○ Correct grammar or spelling errors ○ Address any changes in roles discussed in the policy • When the responsible office has completed their review, a notation to indicate the last date of edit should be made in the <i>History</i> section and sent to the OIE. • The submission must use Word format and be titled with the name of the policy and the revision date as follows: <i>Name of Policy 12.2023</i>. All submissions should be sent to the OIE using the request form found on the website at: https://forms.bridgeport.edu/institutional-effectiveness-request/ • OIE will review the revisions before posting to the website and the newly updated policy version becomes the new master copy. Former versions will be archived.

AREA	GUIDANCE
Substantive Revisions for Existing Policy	<ul style="list-style-type: none"> • If an existing policy undergoes a substantive revision, defined as major changes with far-reaching impacts, the OIE may require a review by UB Administration. • The leader of the responsible office should alert the OIE of their belief that a policy has undergone substantive revisions upon submission. • If the content and intent of the policy is revised for structure or organization, but remains largely the same, the policy revision is not considered substantive. • Policies that require administrative review due to substantive revisions become actionable when the review is complete and approval has been provided by the Cabinet and President. Until that point, the former version of the policy will serve as the official guidance.
Policy Storage	<ul style="list-style-type: none"> • The OIE stores the master copy for existing policies in Word format. Any department leader seeking a copy of an editable policy for their area of responsibility may request the document using the institutional request form: https://forms.bridgeport.edu/institutional-effectiveness-request/

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

- UNIVERSITY CATALOG
 STAFF HANDBOOK
 FACULTY HANDBOOK
 STUDENT HANDBOOK

DEFINITIONS: NONE

CONTACTS:

Office of Institutional Effectiveness

EXCLUSIONS:

Departmental policies and procedures that do not impact any other office or the learning outcomes of a program or course, and do not include content that will impact the University's mission or core values, are not subject to this policy.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

All departments throughout the university.

HISTORY:

OIE reviewed 05/31/17; Policy moved onto new template February 2017; Policy Template and Governance Transmittal Form Revised: 4/18/2016; Approved and Revised by the Integrity Committee: 1/131/13; Approved: 8/24/12; Policy created: 5/18/12. OIE Reviewed 08/30/19; Updated with new logo / university January 2020. Reviewed and revised April 2023.

EFFECTIVE DATE:	8/24/12
RESPONSIBLE OFFICE (ONLY ONE):	Institutional Effectiveness
REVIEW DATE:	Annually

APPENDIX:

- Appendix A – Policy Development and Review Guidance Sheet
 Appendix B – Policy and Procedure Template
 Appendix C – Governance Transmittal Sheet

POLICY DEVELOPMENT AND REVIEW

GUIDANCE SHEET

ATTRIBUTES OF A GOOD POLICY

- ✓ The target audience for the policy is clear.
 - ✓ The policy is written in simple and succinct language that flows well in an organized structure.
 - ✓ Any procedures are precise and easy to follow.
 - ✓ The policy is free of spelling and grammatical errors.
 - ✓ The policy is up-to-date and aligned with current policy, regulations, and laws (both internal and external).
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CHECKLIST QUESTIONS

	Are there minor edits that need to be made? Was a word spelled wrong? Is the grammar accurate? How is the syntax? Is there a missing comma? Did you know it is now accepted that an Oxford comma be added to a list?
	Does the policy refer to a person that is no longer here or a position that no longer exists? If so, consider making change that will withstand time. A best practice is to use the name of a title instead of a person.
	When referencing New England Commission of Higher Education, do you use the term “regional accreditor?” This should be replaced with, “institutional accreditor,” as this the more accurate term.
	Does the policy include a link or form? Is the link or form still working?
	Is the policy accurate? Does the department follow the policy and procedure as written? If not, edit the policy to reflect current practices.
	Is this policy needed? Does the policy align with the mission of UB? What practices within your department do you have in place to ensure the policy is followed as written?
	Does the policy make sense to those required to follow it? (e.g., Does it accomplish the purpose it was designed to serve? Have you tested it? Does the audience still have questions? Do content edits need to be made?)
	Is the policy aligned with other policies and procedures at the university? Have you consulted with other departments or thoroughly read through other relevant documents? Are there any conflicts?
	Have you and your team taken the time to review similar policies in the field, if relevant to ensure best practice?
	If a policy depends on some rule of law or regulation, should the policy be updated to reflect a change in the law or regulation?



POLICY AND PROCEDURE

TITLE:	The title should be short and reflective of the content covered in the Policy Statement and Procedure Details.
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POLICY STATEMENT:

This should be a short section that outlines the content of the policy, addressing only the most pertinent elements. The Policy Statement is not about implementation or procedure, rather, it is the rule that governs implementation. It is this section that will be reproduced in the University Catalog, Faculty Handbook, and/or Student Handbook where/if appropriate.

PROCEDURE DETAILS:

In this section, provide the reader with the necessary procedural and “how to” information. This can be an outline of each step required, a checklist of what needs to be done, an explanation of how to complete the necessary forms or screens (including copies of the forms or screens), or an appropriate combination of these techniques. Additionally, indicate in this section which departments, offices, and/or position titles are responsible for each part of the procedure. These departments, offices, and/or position titles should also be included in the section titled, “Offices Directly Affected by the Policy.”

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

- | | |
|---|---|
| <input type="checkbox"/> UNIVERSITY CATALOG | <input type="checkbox"/> STAFF HANDBOOK |
| <input type="checkbox"/> FACULTY HANDBOOK | <input type="checkbox"/> STUDENT HANDBOOK |

DEFINITIONS:

Unique terms that by being defined, add to the reader’s understanding of the policy. Do not leave this field blank. If there are no definitions, then enter in ‘NA’.

EXCLUSIONS:

List all exclusions (groups, position titles, funding, etc.) to the policy. Do not leave this field blank. If there are no exclusions then enter in ‘NA’ and it will be assumed that the policy applies across the University.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

List the departments, offices, and/or position titles (do not include a person’s name) that have a direct stake in the policy. They must be consulted during the development of the new policy and before final approval by Cabinet. They must also be consulted about any revisions to the policy.

HISTORY: Provide an audit trail for the policy and procedure that includes: (1) the date the policy and procedure was created, (2) the date the policy and procedure was approved by the Office of Institutional Effectiveness (OIE), (3) the date the policy and procedure was approved by Cabinet, and (4) the date of the most recent review and/or revision by the responsible office. Even if there is no revision completed, this section should indicate that a review took place.

EFFECTIVE DATE:	This is not necessarily the approval date. This date should indicate when the policy becomes effective for the University. For example, some policies may not go into effect until the semester start date following policy approval. In those instances, this date will reflect the date of the next semester start.
RESPONSIBLE OFFICE (ONLY ONE):	Identify the office/position title (do not use a person's name) that will serve as the executor of the policy, handle questions regarding the policy and procedure, and be responsible for updates to the policy and procedure, thereby ensuring that the content reflects any changes.
REVIEW DATE:	Policies are reviewed or revised annually by the responsible offices. Reviewed or revised policies and procedures shall be sent to the OIE during the annual review process, held during the summer semester.

APPENDIX:

Include any supporting documentation that would be of use for the interpretation, future evaluation, or revision of the policy and procedure. Examples include: the text of the law or regulation that required the creation of the policy or which the policy was designed to comply with and meeting minutes documenting open forum discussion (e.g., arguments for and against, resulting vote).

GOVERNANCE TRANSMITTAL SHEET

STEP 1: GENERAL INFORMATION AND ACKNOWLEDGEMENTS

PART A:

Proposed Policy Title			
Author's Name			
Author's Department		Responsible Department for Proposed Policy	

PART B:

By signing below, I acknowledge that I have read and followed the Policy Management Policy, consulted with the responsible department(s) for this proposed policy, and have support from all affected departments.

Signature of Author:		Date:	/ /
Printed Name Author:			

PART C:

By signing below, I acknowledge that I have read and followed the Policy Management Policy, consulted with the responsible department(s) for this policy, and have support from all affected departments.

Signature of Head of Responsible Department:		Date:	/ /
Printed Name of Head of Responsible Department:			

PART D:

Send a Word document version of the proposed policy and this sheet, completed through Step 1C, to the Office of Institutional Effectiveness (OIE) through the online request form at: <https://forms.bridgeport.edu/institutional-effectiveness-request/>

PLEASE DO NOT WRITE BELOW – OFFICE USE ONLY

STEP 2: REVIEW BY OFFICE OF INSTITUTIONAL EFFECTIVENESS

This Policy is:		Approved by OIE (check box at left)		Denied by OIE (check box at left/ return to author)	Date	/ /
Signature Vice President of OIE						
Printed Name of Signatory						

STEP 3: CABINET APPROVAL

This Policy was:		Approved by Cabinet (check box at left)		Denied by Cabinet (check box at left)	Date	/ /
Signature President (or Designee)						
Printed Name of Signatory						