University Policy 1000

Policy Development Authority

Effective Date

July 1978

Last Revision Date

December 2019

Responsible Party

Vice President for University Affairs and Chief of Staff, (208) 426-1417
Policy Office, (208) 426-3098

Scope and Audience

This policy applies to all University and College or Department-Level Policies.

1. Policy Purpose

To establish the procedures and line of authority through which policies are established and approved, and to ensure consistency in the development, modification, and presentation of University policies.

2. Policy Statement

Boise State University is governed by federal and state laws, rules, and regulations and Idaho State Board of Education rules and policies. The University must adopt policies to direct and guide the operations of the University when such state and federal laws, rules, and regulations or Idaho State Board of Education rules and policies require, or when they do not provide specific guidance, procedures, or directives necessary for the efficient and effective operation of the University.
3. Definitions

3.1 University Policy
A policy that mandates actions with broad application throughout the University community, or to a major component of the University.

3.2 Policy Originator
Person or group of persons with a new or amended University Policy proposal.

3.3 Minor Amendment
Any change to an existing University Policy that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application, or meaning of the policy.

4. Responsibilities and Procedures

4.1 General
All University Policies fall within a greater hierarchy of laws, statutes, and rules. University Policies are subject to compliance with laws and regulations instituted by higher governing authorities as follows:

- Federal laws and regulations
- State laws and administrative rules
- Idaho State Board of Education policies and procedures
- University Policies and procedures

4.2 Authority
The President, or designee, has ultimate responsibility for University policies and the University’s policy procedures. The Policy Group is responsible for reviewing and recommending approval of University policies by the President, or designee. The Policy Group consists of the following members, or their designee:

- Vice President for University Affairs and Chief of Staff
- Provost and Vice President for Academic Affairs
• Vice President and Chief Financial Officer
• Vice President for Student Affairs and Enrollment Management
• Vice President for Research and Economic Development
• Vice President for University Advancement

4.3 University Policy Development or Revision

a. A person or group with a new policy proposal or policy revision must work with the unit administrator responsible for the subject area of the proposed policy to draft the new policy proposal or revision and facilitate appropriate consideration by campus associations or groups.

b. All new policy proposals and policy revisions, other than Minor Amendments, should be provided to appropriate campus associations, groups, or individuals for review, dependent on subject matter and impact. In the interest of shared governance, campus associations and groups may include, but are not limited to: the Faculty Senate, the Association of Classified Employees, the Professional Staff Association, Deans’ Council, Ed Council, the Academic Leadership Council, and the Associated Students of Boise State University (ASBSU).

c. Policy matters that are academic in nature or that govern faculty appointment, tenure, and promotion, or any other educational policy matter as set forth in Article III of the Faculty Senate Constitution, must be reviewed by the Faculty Senate.

d. The policy originator and unit administrator are responsible to provide for, and document the development and review process, with guidance and/or assistance from the Policy Office. Suggestions and concerns identified in the development and review process that are not incorporated into the policy should be recorded on the cover sheet, along with an explanation as to why they were not included.

e. A draft of the new policy proposal or revision must be forwarded to the Policy Office for review. The Policy Office will review the draft ensuring the policy is in the proper format and a broad review was completed.

f. Final drafts must be submitted to the appropriate vice president for final review before the policy is presented to the Policy Group.
g. Minor Amendments, which are not substantive in nature, may be approved by the appropriate vice president and communicated to the Policy Office.

h. Notwithstanding the above requirements, the President reserves the right to adopt, amend, or suspend a policy without prior notice and comment, or upon abbreviated comment, as is deemed necessary.

### 4.4 College or Department-Level Policies and Procedures

a. A college or department may implement a college or department-level policy or procedure provided the policy or procedure is consistent with, and does not conflict with any University Policy. College or department-level policies or procedures should avoid reiterating University policies and should instead reference relevant University policies, if applicable. Any college or department-level policy or procedure that is inconsistent with, or conflicts with a University policy is void.

b. Any college or department-level policy that implicates state or federal law(s) must be reviewed by the Office of General Counsel, and/or the Director of Institutional Compliance and Ethics. Questions about whether a college or department-level policy or procedure should be reviewed may be directed to the Policy Office.

### 4.5 Procedures

a. The University Policy Office maintains all official University Policies. Persons or groups wishing to propose a new policy, or revise an existing University policy, must initiate the process through the Policy Office by obtaining an official copy of the current policy, or in the case of a new policy, notifying the Policy Office of the intent to draft.

b. The Policy Office will provide guidance on the process as necessary, and provide policy originators with the policy cover sheet, which is required to be completed and submitted with any policy proposal.

c. Once a new policy or revised policy is approved by the President, the policy is posted on the University’s policy website and communicated to the campus community through the Office of Communications and Marketing.
5. **Related Information**

Policy Cover Sheet  
[https://www.boisestate.edu/policy/policy-development-process/](https://www.boisestate.edu/policy/policy-development-process/)

Policy Writing Guidance  
[https://www.boisestate.edu/policy/policy-writing-guidance/](https://www.boisestate.edu/policy/policy-writing-guidance/)

University Policy Template  
[https://www.boisestate.edu/policy/policy-development-process/](https://www.boisestate.edu/policy/policy-development-process/)

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**Revision History**

July 1995; September 2008; December 2019