

## **CAMPUS POLICY DEVELOPMENT**

### CHANCELLOR'S DELEGATED AUTHORITY FOR CAMPUS POLICIES

The chancellor has responsibility for and authority over campus budgets, equipment, facilities, space assignments, and operations at the urban campus. In coordinated conjunction with the President, the chancellor is responsible for maintaining and promoting the external image and relations of the campus to stakeholders, industry, the legislature, the surrounding community, and the public, and will ensure that the Provost and the deans are well informed about campus activities and initiatives. The chancellor is also responsible for leadership regarding development activities for the campus.

The academic administrative structure on each campus varies. The chancellors have the authority and responsibility to establish systems of academic governance on their campuses that are efficient and meet the needs of the campus community and the WSU System. This organizational structure will be widely shared with the Provost, deans and department chairs/directors and facilitate the policies articulated in this document ([Executive Policy 29](#)).

Campus policies address the processes, forms and manner in which the Chancellor's responsibilities and authorities are enacted at the local level. Campus policies are not duplicative of WSU System policy, rather clarifies application at the local campus level.

### CAMPUS POLICY CONFIRMATION PROCESS

When WSU Tri-Cities implements special procedures for meeting the requirements of an administrative University policy/procedure in an [Executive Policy \(EP\)](#), [Business Policy & Procedure \(BPPM\)](#) or [Safety Policy & Procedure Manuals \(SPPM\)](#), the Chancellor may submit the policy addition/adaptation to the Office of Procedures, Records, and Forms to either add a subsection outlining the campus-specific procedures or add a link to a WSU Tri-Cities website where users may find the campus-specific procedures. Examples of this are BPPM 80.15 and BPPM 80.20. Procedures are determined by administration and do not need to go through a policy adaptation process.

If modification to an EP, BPPM or SPPM section is requested, the Office of Procedures, Records, and Forms will be required to send drafts to the applicable administrators and President's Cabinet for review. Below are the WSU Tri-Cities campus policy development procedures:

#### Policy Sources:

Policy can be brought for review or instigation from: Campus Executive Administration, and/or the Campus Leadership Council. 'Form A' is to be completed by the originator and defines the policy problem, proposed solution, structure, scope, risk of safety or liability. A proposed policy creation, change, or deletion must originate from a campus subunit (i.e.

Academic Affairs, Research, Student Affairs, Development, or Chancellor). The submission of Form A to the Chief of Staff begins the policy review process.

### Step 1: Chief of Staff (COS) Review

- a) *Screening:* The Policy Action Request Form A will be utilized by the Chief of Staff for review of the policy in relationship to current WSU policy, Washington Administrative Code and the Revised Code of Washington. Each policy will also be reviewed by the Internal Auditor, Human Resources, the Office of Procedures, Records, and Forms, the Attorney General Office, and the Finance and Business department(s).

Per Executive Policy 5, a policy request cannot usurp existing WSU Policy, Washington Administrative Code (WAC) or Revised Code of Washington (RCW) or Federal law. A campus policy request can clarify, integrate, or fill gaps of existing policy as they relate to the Tri-Cities campus. In the event that a new policy request or adaptation or abandonment request conflicts or impacts WSU general policy that exists, the request will be either "terminated" with an explanation outlining the issue or submitted by the Chancellor to the WSU President's Council for review. If the proposed policy addition or change does not conflict or require submission to the President's Cabinet, then said policy will continue the review process.

### Step 2: Cabinet, Council and Public Input

- a) *First Reading:* The originator will present the proposed policy language to the Chancellor's Executive Cabinet (CEC). Each cabinet member will analyze and provide input based upon their respective positions. Additionally, this group will review the scope, financial obligations and implementation considerations for the policy. The CEC will make a recommendation to the Chancellor for the respective policy and its implementation.
- b) The *Chancellor's Leadership Council* review:
  - a. A new policy recommendation will be open for input from the Chancellor's Leadership Council (CLC) and campus employees for no less than 30 calendar days.
  - b. An online survey will be opened within one week of submittal to the COS in which Feedback will be collected and reported to the originator for consideration in the shaping of the policy.
  - c. It is expected that the Chancellor's Leadership Council membership will communicate the proposed policy adaptation/addition to their respective constituency within one week of notification.
  - d. Each CLC member must publish a clear process and documentation of feedback to its constituents and Chancellor's Office. Each CLC member is responsible for submitting 'Form D' with a summary of the feedback received

by their respective constituents to the Chief of Staff & Operations by the 'Respond by Date' listed on the form.

- c) Internal Audit
  - a. Office of Procedures, Records, and Forms Review
  - b. Attorney General Review
  - c. Internal Auditor
  - d. President's Chief of Staff Review
    - i. Respective Vice President Review
    - ii. President's Cabinet
- d) Policy Edit
  - a. The originator will receive the feedback from the COS that includes: CLC, CEC, Public 30-day Survey, and Internal Audit.
  - b. The originator will consider the feedback and make appropriate edits in the final format.
- e) Submit edited version to COS.

### Step 3: Second Reading

- a) The Chief of Staff or the originator will present the revised policy version and share the process results with the CEC and CLC.
- b) Any feedback will be considered by the originator before submitting for policy confirmation.

### Step 4: Policy Confirmation

After the proposed policy has gone through the COS review process, CEC review, Presidential Cabinet, CLC review, Public feedback, a final review will be held with the CLC and Chancellor to discuss the implementation process. This process will include the articulation of a timeline, development of professional training and delivery plan (Form E). A vote will be held with a simple majority recommending confirmation of the policy to the Chancellor.

The Chancellor will decide to: a) implement the policy; b) send proposed policy back for modifications; or, c) terminate the process. If terminated, a resubmission of policy may occur with specified changes.

### Step 5: Policy Implementation

- a) The Chancellor's Cabinet will establish a working budget for the implementation of the policy, if needed.
- b) The Campus Chief of Staff will post the finalized policy on the Campus public website.
- c) The originating unit responsible for the policy will produce a campus-wide announcement regarding the policy in which the following information must be included:

CAMPUS POLICY  
DEVELOPMENT  
10.200.00  
Revised 7/19  
Chancellor's Office  
509-327-7237

- a. Application of the policy to practice (or direct to a unit webpage with this information).
- b. Where to direct questions.
- c. Where, when and how to access training.
- d. Timeline for implementation.
- d) A new policy will have a 30, 60, 90 review to make recommended adjustments.
  - a. The originating unit will submit recommended updates to the Chief of Staff 7 days prior to a CEC or CLC meeting for reading.
- e) The originating unit will be responsible for review of the policy every 3<sup>rd</sup> year per [EP5](#).

30 day Review 10/24/2018

60 day Review 11/28/2018

90 day Review 2/6/2019

3-year Review date: 10/2021