



**University of the Incarnate Word
POLICY ON POLICIES**

Effective Date: August 14, 2013

**Contact: Allyson Medina, Director of
Quality Assurance and
Compliance**

PURPOSE

The purpose of this policy is to establish the process by which policies consistent with its Mission Statement are approved and implemented for and by the University of the Incarnate Word (UIW). The Policy seeks to create a standardized policy governance framework to align with and strengthen UIW's mission, create clear ownership and accountability in policy development and implementation, and ensure resource utilizations are current and compliant with relevant requirements.

SCOPE

This policy was developed in compliance with the Bylaws of the University of the Incarnate Word. Governance of UIW is vested in and exercised by a Board of Trustees, who shall formulate and determine such general policies as shall be deemed necessary for the development and administration of UIW. The University Policy Committee shall be charged with operational administration of the Policy on Policies and submitting proposed policies for approval and adoption to the President and Board of Trustees.

Unless otherwise within a specific policy, all references to "UIW" in the policies and in this document are applicable to and inclusive of St. Anthony Catholic High School.

DEFINITIONS

Institutional Policy: A written document that prescribes decisions, actions, standards, and other matters applicable to UIW as a whole or to a significant area of its operations. UIW institutional policies, including significant revisions to existing institutional policies, are approved by the University Policy Committee, the President, and the Board of Trustees. Approved Institutional Policies shall be published in the Policy Library.

Division or Department Policies: Written documents approved by the appropriate Vice President of that division or department necessary to support the day-to-day operations and administration of a division or department. Division and department policies shall be published on the websites of the sponsoring division or department. Division or Department Policies may be published in the Policy Library if the University Policy Committee determines it meets the criteria.

Policy Library: The UIW Policy Library is the official repository for the approved institutional policies of the University of the Incarnate Word. The UIW Policy Library may be accessed on the UIW website at: <https://www.uiw.edu/policy/index.html>. Division and

Department Policies that are not located in the UIW Policy Library may be accessed on the web page of the respective Division or Department. Policies are published in digital format only and are available in other accessible format upon reasonable request to the University Policy Committee.

LEGAL STATUS

1. UIW establishes policies that govern the operations, conduct and activities of UIW and its employees, students, and others while they are on any UIW campus sites, conducting UIW business off-campus, or otherwise representing or acting on behalf of UIW.
2. UIW policies are not intended to be contractual in nature and will not under any circumstances be construed as creating a contract with any person, firm, or entity, nor to provide terms or conditions of employment which are binding on UIW, unless otherwise stated.
3. In the event of any interpretive differences or conflict between UIW institutional policies and division or department policies, UIW institutional policies will take precedence. UIW retains the right at its sole discretion to resolve all issues, including interpretation and resolution of all issues arising under these policies. All interpretations and resolutions made by UIW regarding UIW policies are binding upon UIW employees, students, and any other affected persons.
4. UIW policies are effective on the “Effective Date” and become enforceable on their publication date unless otherwise specifically noted, and remain in effect until modified, superseded, withdrawn, or cancelled in writing, or expire on their own terms.
5. UIW policies are reviewed at a minimum of every 3 years by the sponsoring division.
6. The University Policy Committee shall be charged with considering and approving divisional, departmental, and institutional policies for the University of the Incarnate Word consistent with the Policy on Policies and the UIW Mission Statement.
7. In special circumstances, UIW policies may be changed by the President or the Board of Trustees with or without notice. The President has the authority to approve all UIW policies, unless otherwise stipulated in the By-Laws of the University of the Incarnate Word. The President is the final authority for the administration and enforcement of UIW policies.

TYPES OF POLICIES AND LOCATION

UIW maintains various types of policies based on who is governed by the policy.

1. General Policies that have general application to individuals, including guests, employees, and students, while they are on any UIW campus sites, conducting UIW business off campus, or may otherwise be representing or acting on behalf of UIW.

2. Non-Academic Policies of general application to Employees in all departments are set out in the Employee Handbook.
3. Academic Policies of specific application to Faculty are set out in the Faculty Handbook.
4. Academic Policies of general application to Students, such as the Student Handbook, Undergraduate Catalog, and Graduate Catalog.

DECISION PROCESS FOR ADDING NEW POLICIES OR REVISIONS

Any UIW employee or student may propose a new policy or a change to an existing policy by submitting to the UIW Policy Committee the Policy Proposal and Template Forms as set out below.

For Policy Proposals, excluding the Faculty Handbook:

Any UIW employee or student shall submit a request to the Vice President (VP) for the division using the Policy Proposal and Template Forms. The VP in turn will solicit information and feedback from the appropriate UIW stakeholders, and if warranted, a policy draft will be created. Proposals are processed through the respective VP to the University Policy Committee for consideration and approval. Institutional policies, including policy changes, shall be approved by the University Policy Committee, and shall be presented to the President for approval, and if approved by the President, the proposal shall then be submitted to the Board of Trustees for final approval.

For Policy Proposals to the Faculty Handbook:

Any UIW employee or student will submit a request to the Provost and the President of the Faculty Senate. The Senate Executive Committee with the Provost will determine the appropriate course of action for processing proposals in accordance with procedures in the Faculty Handbook. The Provost shall be responsible to approve the policy. For significant changes, shall present to the University Policy Committee for review as to alignment with other UIW policies, and as to form and not substance, and present for approval to the President and the Board of Trustees.

PRINCIPLES GOVERNING DEVELOPMENT AND IMPLEMENTATION OF POLICES (for Policy Proposals excluding the Faculty Handbook)

1. Proposals for new policies and for policy revisions will be submitted using the Policy Proposal and Template Forms and prescribed format (Attachments A and B, attached).
2. Each policy document indicates who has oversight. Oversight includes communication about a policy to affected employees, students, and others, a method for monitoring compliance and reporting results, a schedule for regular review, and facilitation of proposed policy changes. Each document also shows the date of original approval, and dates of reviews and revisions.
3. All new or revised policy proposals require communication with appropriate UIW

stakeholders with timely feedback before proposals with recommendations are forwarded by the respective VP to the University Policy Committee for review and approval. For significant policy changes, the University Policy Committee may internally share the proposed policy with appropriate UIW stakeholders for general comment for a reasonable period (typically 30 days unless circumstances warrant an accelerated review process).

4. Unless otherwise noted, compliance with all policy implementation procedures is mandatory.
5. Amendments or revisions to Institutional policies that have been previously approved shall be sent to the University Policy Committee before changes are made to the policy in the UIW Policy Library. The University Policy Committee will determine, in their discretion, if the changes are significant such that President's approval and Board approval are required.
6. All policies are reviewed at a minimum of every three years. Policies may be reviewed more frequently if needed.

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this policy is assigned to the Director of Quality Assurance and Compliance and divisional oversight shall be by the Vice President for Legal Affairs and General Counsel.
2. This policy will be published in the UIW Policy Library at <https://www.uiw.edu/policy/index.html>.
3. UIW Vice-Presidents will assure compliance for policies that originate in their divisions.
4. This policy will be reviewed at least every three years for possible updates.

Effective Date: August 14, 2013
Revision: December 8, 2023

Attachment A

UIW Policy Proposal Cover Page

Be sure this form is locked. It will expand automatically as data is entered.

Submitted by: _____

Date Submitted: _____

Position title: _____

Dept: _____

Is this proposal for: a new policy revision to existing policy (provide a link to the existing policy)

Policy Title:

Policy Purpose (brief statement):

Rationale

Identify resources needed to implement and maintain compliance (people, funds, space, operational, technological, other)

Identify changes to UIW systems, processes, culture and/ or other areas that may be involved.

List any stakeholders who have been consulted so far.

Please attach the draft Policy using the template in Attachment B, and be sure it answers:

- a. Which Vice President will oversee policy compliance and updates?
- b. How will this new or updated policy be communicated to those affected by it?
- c. How will they monitor compliance and report results?
- d. How often, and when, will the policy be reviewed for possible updates?

Signature of Vice President: _____

Date: _____

Submit this form to: University Policy Committee
c/o Allyson Medina, Director of Quality Assurance and
Compliance
ammedin4@uiwtx.edu

Attachment B UIW Policy Template



University of the Incarnate Word

<POLICY TITLE>

Effective Date:

Contact: <name, title, office>

PURPOSE

(brief statement)

SCOPE

DEFINITIONS

(if needed)

NARRATIVE

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this policy is assigned to <whom?>
2. The policy will be published <where?>
3. <who?> will assure its compliance, and report results <where/when?>
4. This policy will be reviewed <how often?> for possible updates. (Note that the policy must be reviewed at least every three years)

First Approved: <date>

Dates Reviewed: <date>

Revised:

Revised: