Policy Title: University Policy Management Policy

Procedure: Statement that outlines specific actions to be taken to conform to established policies and allowing for the orderly implementation of those policies.

University Community: For the purposes of this policy, all persons who are University employees, students, contractors, applicants, volunteers, and visitors, including invited guests.

University Policies: Policies which affect more than one University division and/or have a broad and significant impact upon the University community.

4. **POLICY**

A. University policies fall within a greater hierarchy of laws, statutes, and regulations. The Board of Visitors has been authorized by the Commonwealth of Virginia to govern Radford University (see Code of Virginia § 23.1-1300 et seq., 2102, 2104).

B. The Board of Visitors, in the Board Bylaws, has delegated much of the authority to manage the University to the Preve a tm6 (P)-t,3 (.o)4.w.6 (P)-o3 (ig)2.6t14st .6t t . gP thvPth c 0

Instead, division and department websites must use hyperlinks to the applicable University policies on the Policy Office website.

M. The President may approve exceptions to any University policy when it is deemed to be in the best interest of the University, with the exception of matters prescribed by federal or state law or those policies that require approval of the Board of Visitors.

5. **PROCEDURES**

   A. <u>Classification and Structure</u>

      1. Each University policy will be assigned one of the following sequential classification numbers:

x	General	GEN	1000 – 1099
x	Academic Affairs	AA	1100 – 1199
x	Finance and Administration	FA	1200 – 1299
x	Student Affairs	SA	1300 – 1399
x	Human Resources	HR	1400 – 1499
x	Information Technology	IT	1500 – 1599
x	University Advancement	ADV	1600 – 1699
x	University Relations	UR	1700 – 1799
x	Intercollegiate Athletics	ATH	1800 – 1899

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c. Existing University policies and policies of other institutions of higher education

d. Use of the current template and formats

4. When a new or revised University policy is received, the Policy Office will recommend revisions to the draft University policy based upon the guidelines above and will coordinate with the division or department to discuss and resolve any recommended revisions.

5. When recommended revisions have been resolved, the Policy Office will submit the draft University policy to the Office of Audit and Advisory Services for review. If revisions are recommended, the Policy Office will notify the divisi(fic)-1.9 (e)009 Tw 0 (en)16.2 (d)b-1.4 (i0.967 0 Tde.) (c

2. The Policy Office will assist the division head and/or department in preparing information to be communicated to the University community by University Relations to announce the new or revised University policy. This communication may be sent via the RU-Announce listserv, myRU, other University publication, email message, or memorandum.

D. <u>Reviews</u>

1. Divisions and departments are responsible for monitoring "next review dates" for the University policies for which they are assigned oversight responsibility, and for ensuring such policies are appropriately reviewed and revised as necessary. Such reviews must be coordinated with the Policy Office.

2. Scheduled reviews of University policies will occur at 3 year intervals

The **University Policy Management Policy** was reviewed by the Policy Office in March 2020. Only minor editorial revisions were made to the policy. As only minor editorial changes were made, the revised policy was signed by the Vice President for Finance and Administration & Chief Financial Officer on March 12, 2020.

Effective February 6, 2023, revised with only minor editorial revisions.

For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.