

## Student Affairs Policy Review Process

- I. **Objective:** The purpose of this policy is to ensure feasibility, completeness, clarity, consistency, and format in all Student Affairs policies made public.
- II. **Jurisdiction:** This Policy applies to all Student Affairs employees and/or individuals acting on behalf of the Division of Student Affairs, including students, interns and/or other individuals.
- III. **Definitions:**
  - The *Policy Review Committee* is a committee comprised of the Director of Risk Management for Student Affairs, and the Associate and Assistant Vice Presidents for Student Affairs.
  - *Policy* means plan of action to guide decisions and actions and is limited to any policies, practices and/or protocols that Student Affairs departments want to make public on the uconn.edu website.
- IV. **Policy Statement:**
  - A. **Authority:** Policies may only be submitted by the Student Affairs Management Team (SAMT). The Vice President for Student Affairs may delegate the authority to write and submit policies to other Student Affairs employees in writing.
  - B. **Format:** Policies must have the following components:
    1. **Policy Title:** *Identifies the Policy at hand.*
    2. **Objective:** *Identifies the purpose of the Policy.*
    3. **Jurisdiction:** *Identifies who the Policy applies to, e.g., Student Organizations, Students, Division employees; Departmental employees, etc.*
    4. **Definitions:** *Identifies and defines any ambiguous terms or any words that someone outside of the Division would not immediately understand. Ambiguous words include "Students" and "Student Organizations."*
    5. **Policy Statement:** *The Policy itself.*
    6. **Method of Compliance:** *Identifies and defines the mechanism by which to ensure internal compliance with the Policy.*
    7. **Effective Date:** *This date will be defined by the Policy Review Committee.*
  - C. **Policy Review Process:**
    1. Members of SAMT may draft Division or Departmental wide policy proposals for matters which fall within their respective functional jurisdictions.
      - i. Note: When a policy topic falls within more than one functional area, the Policy Review Committee may assign a lead responsibility and create a work group, comprised of staff representatives from SAMT.
    2. The SAMT member should forward the proposed policy to the Policy Review Committee for preliminary review.

3. The Policy Review Committee will review the draft and advise on any repercussions for other policies, and will provide preliminary comments as to feasibility, completeness, clarity, consistency, style, and format. The Policy Review Committee will advise whether the policy proposal comports with internal and external regulations.
4. Comments received are taken into consideration by those developing the policy. Whenever substantive changes are made, the revision is reviewed by the Policy Review Committee. It is not uncommon to have several such reviews during the policy development, which may take place in writing or in person.
5. Policies are approved in writing by the Vice President for Student Affairs

**V. Method of Compliance:** The Director of Risk Management for Student Affairs will, on an annual basis, (1) conduct a review to ensure the efficacy of this Policy Review Process and work with the Policy Review Committee to develop and implement any necessary changes; and (2) conduct a survey of Student Affairs departments to ensure Division-wide compliance with this Policy.

**VI. Approval Date:** May 1, 2008

