NJIT

New Jersey Institute of Technology	Effective Date: July 27, 2020
University Policies	Date Last Reviewed: June 4, 2020
Sponsoring Functional Area: Office of the Provost	
Subject/Title: Policy on the Development of University Policies	

I.   Introduction

Through the delegation of authority from the NJIT Board of Trustees, the University establishes policies to guide NJIT's activities in achieving its mission and values, complying with all applicable laws and regulations, as well as creating university-wide alignment and efficiencies. This Policy outlines the University's process of developing, reviewing, approving, revising and retiring (the "life cycle") of all University Policies.

This Policy applies to all NJIT faculty, staff, students and others involved in the life cycle of policies, procedures, and guidelines affecting administrative, business, or operational activities and functions of NJIT.

Exceptions:

Nothing herein is intended to apply to:

(1)   The development of policies and procedures subject to the appropriate Faculty bodies, including the Faculty Handbook and any policy codified in the Handbook;
(2)   The Board of Trustees bylaws, resolutions, or other operating procedures;
(3)   The Board of Overseers bylaws, resolutions, or other operating procedures;
(4)   The Student Code of Conduct, and related procedures;
(5)   The Employee Handbook developed and maintained by Human Resources;
(6)   Matters subject to negotiation pursuant to Collective Bargaining Agreements.

II.   Definitions

A.   University Policy: A broad directive that may mandate action, guide decision making, and/or establish boundaries to facilitate compliance with applicable laws, regulations and/or University principles. All University Policies are to be approved by NJIT Officers as described in this Policy; notwithstanding, this Policy will not void any University Policies currently in effect.

B.   Functional Area Policy: Any policy that does not have university-wide impact and affects one or more functional areas may be established by a University department to fulfill its delegated responsibilities.

C.   Interim Policy: An interim policy may be issued when the establishment of a policy must be done in a short timeframe and is necessary for the University to conduct or complete activities by a deadline, respond to changes required by law, or in other emergent circumstances.

D.   Non-Substantive Change: A non-substantive change includes a minor modification to a policy such as revisions in formatting, grammar, typographical errors, cross-references, links, titles, and/or organizational structure/responsible department.

E.   Officers: Through the delegation of authority from the NJIT Board of Trustees, those individuals who can obligate NJIT, namely the President and Vice Presidents and other specifically authorized positions by the Board of Trustees.

F.   Procedure: A procedure is a way of implementing a policy by establishing an approved way of accomplishing or operationalizing an activity.

G.   Responsible Department: The department that is responsible for the development, revision, administration and enforcement of a University Policy during its life cycle, including accuracy of its subject matter and timely review on a continuous basis.

H.   University Policy Committee: The committee will be composed of at least one senior representative from each University division or other individual who the Vice President has delegated responsibility for the division's life cycle management of University Policies. To assist in the life cycle management of University Policies, the committee's activities may include initiating and approving policy reviews, as well as providing feedback and other recommendations during a University Policy's life cycle. Through this work, the committee will seek to support consistent and relevant operations that are transparent and well communicated across campus.

III.   Policy

With the support of the University Policy Committee, NJIT formally develops, approves, reviews, revises and retires University Policies in a consistent and uniform process. As part of this process, it is imperative that the University Policy Committee considers input from University stakeholders during policy development; timely disseminates the policy to the broader University community; and initiates periodic reviews of University Policies. All University Policies must be written in clear and understandable language and use the approved template format. Further, all University Policies must be maintained in a centralized, designated repository. As appropriate, additional resources related to a University Policy are to be referenced and electronically linked within the University Policy or in the repository to ensure full comprehension and information needed for implementation.

IV. Procedure

A. Development

(1)   Either a member of the University Policy Committee or the Vice President of the Responsible Department or his/her designee(s) within the Department will identify the need for a new policy. Thereafter, members from the Responsible Department, with input and support of appropriate stakeholders including the University Policy Committee, will research and draft the proposed University Policy, which should incorporate any relevant Procedures; all University Policies must be drafted utilizing the approved template format. The proposed University Policy will be reviewed by the Responsible Department's Vice President, who will provide his/her feedback and secure any additional University stakeholder participation and input. Edits responsive to the received feedback will be made and, thereafter, the revised, proposed University Policy will be provided to the Responsible Department's Vice President for additional review. This process will continue until the Vice President of the Responsible Department approves the proposed University Policy.

(2)   Once the Vice President of the Responsible Department approves the proposed University Policy, it will be submitted to the University Policy Committee for review and approval. The Office of General Counsel will provide a legal review, and work with the Responsible Department to incorporate any required edits and ensure that legal and regulatory compliance is appropriately addressed.

(3)   After approval by the Office of General Counsel as to form, the General Counsel will submit the proposed University Policy to the Officers for signature, which may be in digital form.

(4)   The University Policy Committee will facilitate the upload of the approved and signed University Policy to the policy repository and notify the impacted members of the community of the adoption of the new University Policy. A word version of the University Policy must also be maintained to support the periodic review process described below.

Notwithstanding the foregoing, Interim Policies may be issued by an NJIT Officer, with legal review from the Office of General Counsel. Interim Policies may remain in effect for up to one (1) year, during which time the Interim Policy must go through the above outlined process in order to become a University Policy. Additionally, a University department may issue a Functional Area Policy, subject to the department providing advance notice thereof to the University Policy Committee who will review the Functional Area Policy to confirm that it does not conflict with any University Policy or have a broader impact necessitating the passage of a University Policy instead. It is the expectation that the University department will engage all appropriate stakeholders in the development of a Functional Area Policy and clearly communicate it to all affected individuals.

B. Revision

At the initiation of the University Policy Committee, all University Policies must be reviewed by the Responsible Department every three (3) years to ensure accuracy and currency, unless a shorter period is required by law, regulation, or best practice. If a University Policy inadvertently does not undergo such periodic review, the University Policy will remain valid and efforts will be made to conduct the review as soon as practicable.

If the Responsible Department determines that revisions to the University Policy are warranted, the Responsible Department will revise the University Policy utilizing track changes or another method that allows for edits to be readily seen and understood. Once this "redline" document is approved by the Vice President of the Responsible Department, the process described in steps A(2) to A(4) will occur, except that both a "redline" and "clean copy" may be uploaded to the repository.

In the event that the Responsible Department determines that only a Non-Substantive Change is required, (1) the Non-Substantive Change(s) will be made to the University Policy, in consultation with the Office of General Counsel and the University Policy Committee; (2) the last reviewed date will be updated; and (3) the newly reviewed University Policy will be uploaded to the repository by the University Policy Committee. If no changes are required, the last reviewed date will be updated and the newly reviewed University Policy will be uploaded to the repository by the University Policy Committee.

As of the Effective Date of this Policy, all existing University Policies may maintain their current format until its first review during the triennial period or a revision is made under this provision, whichever comes first. Thereafter, all University Policies must utilize the approved policy template format. All University Policies remain in effect when under review or revision until a new University Policy is adopted or the current University Policy is found to remain acceptable, whichever is applicable. University Policies approved at a later date take precedence over those adopted at an earlier date, unless otherwise specified, and every effort will be made to ensure that subsequent University Policies do not conflict or are inconsistent with earlier University Policies.

C. Retirement

The Responsible Department's Policy Committee, if any, the Vice President of the Responsible Department or his/her designee within the Department or the University Policy Committee may recommend that a University Policy be retired as it is no longer applicable or current.

The Vice President of the Responsible Department or his/her designee within the Department will, with input and support of appropriate stakeholders, research and draft a formal statement recommending the retirement of the University Policy. This statement should provide sufficient rationale to understand the basis on which the recommendation is made. The Vice President of the Responsible Department or his/her designee will request that this matter be considered at the next University Policy Committee meeting.
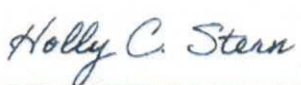
With approval of the University Policy Committee, the University Policy will be retired and the Universal Policy Committee will ensure that the policy is archived in a manner that such policy

remains viewable but clearly indicates it is no longer in effect and notification of retirement of the policy is provided to the impacted members of the University community.

V.   Administration

Under the direction of the Office of the Provost, this policy will be administered by the University Policy Committee with the support of other University stakeholders, including all Responsible Department(s).
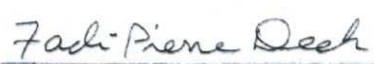
VI.   Review

Holly C. Stern
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Holly C. Stern, Esq.
General Counsel
Vice President for Legal Affairs
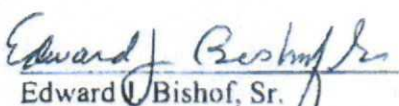
VII.   Approvals
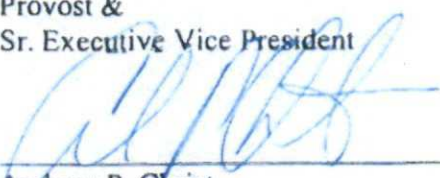
_____
Joel S. Bloom
President

_____
Edward J. Bishof, Sr.
Sr. Vice President for Finance &
Chief Financial Officer

_____
Donald H. Sebastian, Ph.D.
Sr. Vice President for Technology
& Business Development

_____
Dale A. McLeod
Vice President for Human Resources

Fadi Piene Deek
_____
Fadi P. Deek
Provost &
Sr. Executive Vice President

_____
Andrew P. Christ
Sr. Vice President for Real Estate
Development & Capital Operations

_____
Kenneth Alexo, Jr.
Vice President for Development &
Alumni Relations

_____
Simon Nynens
Vice President and Chief Commercial
Officer

NJIT Policy Template

Policy title:

Effective Date:

Responsible Functional Area:

Index/Code No.:

Policy Statement
Briefly, in a sentence or two, describes the policy's primary provisions or requirements.

Purpose
Briefly, states the purpose, rationale, and/or justification for the policy, including any legal, regulatory, or other instigating events.

Applicability
Details who this policy covers/addresses and who will be affected by the policy and its implementation.

Policy
Full, comprehensive statement of the policy

Process
Details how the policy will be operationalized and implemented, including responsible parties (who), actions to be taken (what), the applicable procedures and processes (how), and required resources.

Definitions
Clearly define any specialized terms, "jargon", or entities, in alphabetical order.

Cross References/Links
Provides links to additional related references, support material, and/or any existing policies that are relevant to or relate to this policy.

Review:
Functional VP
General Counsel

Approval and Signatures:

*-Policy Index/code
Academic Affairs-AAF
Academics-ACA

Finance-FIN
Human Resources-HMR
Legal-LEG (or General Counsel-GNC)
President-PRE
Provost-PRO
Real Estate and Capital Operations-RED
Research-RES
Strategic Initiatives-STI
Student Services-STS
University Computing-UNC

Policy History

Revision Date	Author	Description/Justification for Revision
xx-xx-xxxx	Office, department/unit, responsible individual	Brief description of change and justification