



University of Western States develops and maintains policies that advance the mission and support operations. Policies are developed, published, reviewed, revised, and rescinded as indicated below.

### **Policy Development**

University policies are established as needed. Administrators and department heads are responsible for developing new policies that are relevant to their respective areas of responsibility to ensure smooth operations and compliance with current laws, regulations and accreditation standards.

A new policy may originate from an individual employee, committee, department head or administrator. Proposed policies are reviewed by the relevant committee(s) and administrator prior to being submitted to the president. The president renders a final decision or remands the policy for further review.

Policies requiring approval by the Board of Trustees are presented by the president to the board. Once approved by the board, the policy is dated and published as described below.

### **Policy Publication**

Once approved by the president and the Board of Trustees (if needed), policies are posted to the university website.

Publication and archival of university policies is managed through the office of university affairs.

### **Policy Review and Revision**

Administrators and department heads are responsible for periodically reviewing and revising policies that are relevant to their areas of responsibility. Policy revisions are approved in the same manner as new policies, outlined in the Policy Development section of this policy.

The office of university affairs makes minor policy revisions of a non-substantive nature on an as-needed basis to ensure accuracy and consistency in syntax and nomenclature across all university documents. These non-substantive revisions may be made without committee review or approval by the president. Such revisions include correction of typographical or grammatical errors, formatting, position titles, document titles, links, etc.

### **Policy Rescission**

Existing policies are rescinded whenever the policy has become inconsistent with legal or accreditation requirements; no longer reflects university practices; or when the policy is consolidated into other policies. Policies are rescinded upon the recommendation of the relevant university committee(s) and the approval of the university president. Policies requiring approval by the Board of Trustees must obtain board approval for rescission.

**Related Policies:**    [Policy 1010 Committee Structure](#)

**Keywords:**    approval, committee, governance, maintenance, policy, policies, process, publication

### **Policy 1001 – Policy Development and Publication**

*Established: 10/19/1977*

*Revision History: 04/24/2018, 03/02/2015, 08/30/2012, 10/01/1987*