

## **Texas Christian University Policy**

**Policy Title:** Formulation and Issuance of University Policies

**Policy Subject:** Policy on policies

**Division:** Division of Human Resources and the Office of Compliance

**Policy Number:**

### **I. Applicability**

This policy applies to all divisions and departments within the university.

*Exclusions: This does not supersede nor apply to the Student Handbook, the Undergraduate and Graduate Catalogs, or the Athletics Compliance Handbook.*

### **II. Policy Statement and Purpose**

TCU maintains university policies and supporting documents in order to promote and ensure compliance with applicable laws and regulations, reduce institutional risk, and to provide the University community and public with an explanation of the principles and limitations within which the university applies its business practices.

- a. University policies must be available to the University community to promote and communicate compliance and accountability.
- b. In an effort to promote transparency, collaboration and institutional integrity, individuals engaged in developing and maintaining university policies must adhere to the requirements outlined in this policy for drafting, revising, approving, and withdrawing university policies.

### **III. Definitions**

#### **Policy Definitions**

##### **a. Academic Policy**

Academic Policies are policies that



## **Roles and Responsibilities Definitions**

**h. Owner**

A university administrator responsible for oversight of a university policy. The role of the Owner includes the duties and responsibilities as outlined on the [Roles within PolicyTech](#).

**i. Responsible Office**

The university office responsible for developing and administering a policy, which includes development of procedures where appropriate, communications and training related to the policy, and timely review and updating of the policy.

**j. Reviewer**

Within the policy development process, a policy Reviewer is an individual identified by the Owner to review and edit the proposed policy or revisions for an existing policy.

**k.**

**VI. Administrative Responsibility**

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## Formulation and Issuance of University Policies: Procedures and Administrative Processes

The procedures to initiate, review, and approve new or revised University policies are as follows:

### A. IDENTIFY and DRAFT & EDIT

#### Development and Formatting

Within the Identify phase, the Responsible Office identifies the need for a policy. After assessing the need and determining that the policy is broadly applicable through the University, the Owner within the Responsible Office shall initiate the policy development process by assigning a Writer(s) to draft the proposed policy using the standard policy template.

TCU has established a standard policy document ([Policy Template](#)) and development process to achieve consistency and clarity of content. All new and revised University policies must go through the policy development process prior to being issued or changed.

### B. INTERNAL REVIEW, ENDORSEMENT, and CABINET APPROVAL

#### Review and Approval

The designated Writer(s) within the Responsible Office drafts a policy using the standard policy template. The draft is reviewed by applicable stakeholders, subject matter experts and governance groups (if applicable). Additionally, the designated Reviewer(s) within the Responsible Office, review, edit, revise and

**D. IMPLEMENTATION**

**Development and Training**

As deemed appropriate, the Responsible Office will develop procedures, guidelines, and forms as necessary to implement the policy. Additionally, the Responsible Office shall develop and offer training to members of the campus community who are expected to comply and enforce the policy. Training shall include information on the business processes for enforcing, monitoring and reporting as required for regulatory compliance.

**E. ADDITIONAL PROCEDURES**

**Monitoring and Enforcement**

After a new policy has been approved and implemented, it may be necessary for the Responsible Office, in conjunction with a compliance official, to monitor