

## Policy on Policies

### Policy/Procedure

#### Section 1. PURPOSE AND SCOPE

This policy defines the general process by which a policy involving Clark University (“University”) might be (1) created or revised, and (2) reviewed and approved. The President may adopt and impose institutional policies or policy changes and a Vice-President/Provost may adopt and impose division-level policies or policy changes without going through the official approval process when immediate action is necessary for reasons including but not limited to: protect the health, welfare, assets or resources of the University or the University community, comply with legal mandates, address University liability or contractual issues, or address any other such immediate or exigent circumstance. Such interim policies or policy changes will expire one calendar year following adoption unless formally processed for approval in accordance with this policy.

It is acknowledged that Clark University has existing policies currently in place at the inception of this policy, and they will remain in effect unless revised through the Policy on Policies process. Note that all policies shall be issued on the basis of a prescribed format and procedure.

#### Section 2. DEFINITIONS

The University has handbooks, practices, and policies. These are defined as follows:

- A handbook is a compilation of policies in one manual and is generally isolated to governing the engagements and conduct of a specific department (a unit within a division) or division (a key University area supervised by a Vice President/Provost who, in turn, reports to the President), or subset of individuals within the University and, as such, is treated more akin to a division-level policy, as described below. The employee handbook is an exception given it applies to everyone employed at the University regardless of department or division and, as such, is treated more akin to an institutional policy.

- A practice is a generally unwritten longstanding way that the University handles a specific matter such that it is considered a ‘way of doing business’ but may or may not involve or include enforcement expectations.

A policy is a practice that has been memorialized into a writing, officially approved by the University, and brings with it specific enforcement expectations. For the purposes of this policy, a “University policy” is defined as either:

- An institutional policy, which is an official directive that:
  - Mandates requirements of or provisions for addressing matters, situations and issues that arise within the University community and provides procedures for implementation;
  - Has broad application throughout the institution;
  - Enhances the institution’s mission, reduces institutional risk, and/or promotes operational efficiency;
  - Has been reviewed and approved through the official process;
  - Promotes compliance with any applicable laws and regulations.
- A division-level policy, which is a policy of an operating unit that has application only within the division, but may otherwise meet the characteristics of an institutional policy.
  - Division-level policies that affect multiple divisions shall be vetted by each division with weighted consideration given to the recommendation of the division most closely impacted by the policy. Any inability to agree to the policy between the divisions will necessitate that the policy is presented to the Leadership Team for review and approval.
  - A division-level policy cannot conflict with an institutional-level policy. If such a conflict exists, the institutional-level policy controls.

A governance body is defined as a component of the University shared governance platform consisting of the Faculty Assembly and its various committees, the Undergraduate and Graduate Student Councils and their various committees, the President’s Leadership Team, and the Board of Trustees and its various committees.

### **Section 3. PROCEDURES AND ENFORCEMENT**

With the exception of an emergency or interim policy, policies are created and revised by working through either University governance bodies, the Provost, the Vice Presidents, and/or the

President's Leadership Team. A request for a new or revised policy may be received by a governing body, the Provost or a Vice President from any member of the University community.

- A proposed new policy or change of policy recommended by the target governing body or individual shall be approved by the appropriate Vice President/Provost, and, if it is an institutional policy or division-level policy impacting multiple divisions and necessitating further review, it is forwarded by the Vice President/Provost to the President's Leadership Team for consideration. The President's Leadership Team shall make a recommendation to the President and the President will render a decision on the adoption and implementation of the policy. If necessary, the policy may also be presented to the Board of Trustees for review and approval before implementation. This determination will be made by the President.
- A target governance body or individual may present a proposed division-level policy or division-level policy change to the appropriate Vice President/Provost, who will render a decision on the adoption and implementation of the proposed policy or policy change.
- At each level of review, the governance body or individual, Vice President, and President's Leadership Team will each have up to 30 days to present a recommendation regarding a proposed policy or policy change. Failure to timely present a recommendation shall be deemed to be a recommendation to adopt the proposed policy or policy change. This timeframe may be extended by the President, or their designee, for good cause shown.
- As the official voting and governance body for the University, Board of Trustees created or approved policies automatically become Clark University policy.
- Note that this review process might differ from the process articulated in the Faculty Handbook and, in the event of any inconsistencies, the process articulated in the Faculty Handbook controls.

The Office of the Executive Vice President shall review all institutional and division-level policies, prior to implementation and publication, to ensure compliance with Massachusetts and federal law and existing Clark University policies and practices. No institutional policy or policy change or division-level policy or policy change shall be enforced until after such policy or policy change is cleared for enforcement by the Office of the Executive Vice President. All policies will be formatted similarly and in accordance with Exhibit A.

- The Office of the Executive Vice President shall ensure that new policies or policy changes are posted to the University's policy website. Annually, the Office of the Executive Vice President will verify that the policy manual contains only those policies currently in force.

<b>Related Information</b>
----------------------------

<b>History/Revision Information</b>
-------------------------------------

**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

**Next Review Date:**

Exhibit A

**Policy on Policies**

**Policy/Procedure**

**Section 1. Purpose and Scope**

**Section 2. Definitions**

**Section 3. Procedures and Enforcement**

**Related Policies and Regulations**

**History/Revision Information**

**Responsible Office/Division:** The Office of the  
**Executive Vice President**

**Effective Date:** January 18, 2022

**Last Amended Date:** August 27, 2024

**Next Review Date:** January 18, 2025