

I. Purpose of the Policy

The purpose of this policy is to ensure that the process of policy development for University Policies (as defined below), as well as the form and dissemination of such Policies, meet IIT standards for consistency, compliance with laws and regulations, accessibility and understandability. Specifically, this policy defines the steps by which University Policies are promulgated at IIT.

II. Policy Definitions

Policy Approval Committee: A committee comprised of the Provost, Chief Financial Officer and General Counsel that is authorized to review and approve University Policies prior to their adoption. The President may modify the membership of the Policy Approval Committee.

University Policy: Any policy that meets all of the following criteria is a “University Policy”:

- has broad application or impact throughout IIT across colleges and administrative units, including, without limitation, policies whose subject matter or budgetary impact requires review and approval by a vice president;
- seeks to ensure compliance with applicable laws, regulations and standards, promotion of operational efficiencies, enhancement of IIT’s mission or reduction of institutional risks; and
- mandates or constrains actions.

A college or administrative unit may issue policies or procedures that relate to matters of interest only to that particular college or administrative unit or that set forth procedures by which the unit will carry out the University Policies. These shall be referred to generally as “unit policies”. Unit policies are not University Policies and are not governed by the procedures set forth in this policy; however, unit policies should be reviewed and approved by the relevant dean, department head or appropriate university officer prior to adoption for consistency with University Policies. Any unit policy that is contrary to University Policies is void and will not be enforced.

III. University Policy Development and Adoption Process

University Policies may be initiated by individual colleges, business units, the Faculty Council, vice presidents or other bodies and individuals as appropriate. A University Policy, however, must be sponsored by either a vice president or pursuant to delegation

from a vice president to a senior administrator with the responsibility for creating and implementing University Policies as required in his or her area of responsibility. The procedures for formulating and reviewing University Policies may vary from unit to unit, depending on the primary constituency for the policy, on institutional traditions, and on relevant external legal or regulatory constraints. For example, academic policies, in particular those appearing in the Faculty Handbook, require the review and approval of the Faculty Council.

In each case, the University Policy should be reviewed by offices directly responsible for implementing any substantive aspect of the University Policy. After all such relevant reviews have been carried out, the draft University Policy should be submitted for final review and approval by the Policy Approval Committee and, if appropriate, by the University Trustees, prior to issuance to the IIT community. The appropriate vice president or his or her designee is charged with issuing, publishing and distributing approved University Policies on the appropriate IIT website pages and by other means as deemed appropriate.

The responsible vice president, or his or her designee, for each University Policy also is charged with the responsibility for keeping each University Policy up to date. Accordingly, he or she should ensure, as necessary, appropriate, periodic review of University Policies to ensure that they reflect obligations imposed by current laws, regulations, and best practices. Except when the process or authority for making changes to a University Policy is included in the University Policy itself, amendments must follow the same process outlined above for initial issuance.

IV. Reservation of Rights

Nothing in this policy limits or circumscribes in any way the power and authority of the Board of Trustees or the President to issue, amend or revoke University Policies on any matter.