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Responsible Office	Shared Governance	Adoption Date	02/25/2026
Responsible Official	General Counsel	Last Revision	02/25/2026

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## **POLICY ON POLICIES**

### **I. POLICY STATEMENT**

Fairleigh Dickinson University is committed to promoting a University community that operates safely, consistently and in compliance with federal, state, and local laws, accreditation standards. All official University policies shall be developed, approved, revised and terminated in accordance with the procedures outlined in this policy. In rare circumstances, exceptions to this process may be approved by the President of the University in consultation with the policy committee and Shared Governance with notification to the Board of Trustees as warranted.

Individual units (e.g., colleges, centers, institutes, departments, etc.) may create, communicate, maintain, and enforce policies that are applicable only to their respective authority, so long as such policies are not in conflict with official University policies.

### **II. PURPOSE OF POLICY**

The purpose of this Policy on Policies (“Policy”) is to establish the framework for policies that create consistent practices and operations, set expectations of conduct across the University, and mitigate institutional risk. This Policy achieves these goals by establishing the standards and processes for the development, review, approval, issuance, revision, and termination of all university-wide policies. Further, this Policy defines the ways in which policies support the University values and goals, ensure legal and regulatory compliance, are consistently presented and accessed, and are approved by the appropriate administrative authorities through standardized processes.

### **III. SCOPE OF POLICY**

Fairleigh Dickinson University requires all Trustees, faculty, staff, and students involved in the development, approval, and maintenance of policies that affect multiple units or members across the University community to adhere to this Policy.

This Policy does not apply to: procedures or guidelines internal to a specific department or unit; student organization rules or bylaws; or collective bargaining agreements.

#### IV. DEFINITIONS

**Adoption Date:** The date that the policy was first made official University policy by implementation and publication.

**Last Revision Date:** The date that the most recent revision was made effective.

**Policy Committee:** The committee that is tasked with oversight and compliance of this Policy. This committee is part of University Shared Governance and is chaired by the General Counsel or their designee.

**Policy Review:** The review of a policy to ensure content accuracy and compliance with current laws, regulations or other guidance from any applicable governing body. This process must occur no less than every five (5) years as further described in Section VIII.

**Policy Revision:** The substantive or non-substantive changes to an existing policy as further described in Section X.

**Responsible Office:** The Responsible Office is responsible for administering a policy and its related procedures, processes, instructions and forms. The Responsible Office is typically the office in which the Responsible Official is the leader or a senior member.

**Responsible Official:** The Responsible Official is the leader or senior member of the Responsible Office. The Responsible Official is primarily responsible for the drafting of applicable policies and their post-issuance review and revision. Further, the Responsible Official ensures that procedures necessary to carry out the policy are current and available, and details such as contact information and hyperlinks are up-to-date.

#### V. POLICY COMMITTEE

The Policy Committee is a standing committee under Shared Governance. This committee, led by the General Counsel or designee, shall meet quarterly or more frequently as warranted. Members of the Policy Committee shall be determined by the rules of Shared Governance. The Policy Committee has the following responsibilities:

- i. Monitor and ensure compliance with this Policy
- ii. Receive and review recommendations for new policies and revisions to current policies
- iii. Review of non-substantive policy revisions
- iv. Conduct process for proposed policy terminations
- v. Review departmental/unit policies to ensure they are not in conflict with University policy
- vi. Update the University policy library, including the assignment of policy numbers
- vii. Make final determinations of any policy process circumstances not expressly noted in this Policy.

## **VI. DETERMINATION OF NEED**

A request for a new or revised policy may be made to the Policy Committee by any member of the University Community via the online Shared Governance Idea Submission Form. The Policy Committee will review all requests and determine if further review and possible action is needed by the appropriate Responsible Office.

When making the determination of need, decision makers must assess whether the proposed policy or revision advances the University mission, is consistent with University values, and necessary to meet one or more of the following criteria:

- i. Addresses a significant risk to the University that cannot be adequately addressed otherwise;
- ii. Has significant impact, including but not limited to, the number of people, campuses or colleges/departments impacted, and the level and number of risk factors involved;
- iii. Achieves compliance with external laws or regulations; and/or
- iv. Promotes operational efficiency and effectiveness.

## **VII. POLICY DEVELOPMENT**

### **A. Required elements of a University Policy**

- i. Demographic information
  - a. Policy number
  - b. Responsible Office
  - c. Responsible Official
  - d. Adoption date
  - e. Last revision date
- ii. Policy statement
- iii. Purpose of policy
- iv. Scope of policy
- v. Definitions (if applicable)
- vi. Policy language
- vii. Violation reporting (if applicable)

### **B. Drafting**

- i. The Responsible Official, or designee, will ensure that an initial draft is developed
  - i. The Responsible Official shall also notify the Policy Committee upon the initiation of all new policy drafts via the online Shared Governance Idea Submission Form.
- ii. If a proposed policy or substantial revision involves matters within the purview of more than one department, the leaders of the affected departments shall coordinate the draft writing process.
- iii. Subject matter experts and key stakeholders should be engaged in the creation of the initial draft

- i. For policies that affect a large portion of the community population, a cross-functional committee should be created, at the discretion of the Policy Committee, to ensure stakeholder input.
- iv. Upon completion of the initial draft, the Responsible Official will walk the draft through the review and approval process.

## **VIII. NEW POLICY REVIEW AND APPROVAL**

The review and approval process for policies will vary depending on the type and context.

### **A. Academic Policies**

Policies that are solely focused on areas of academics and academic governance shall follow the guidelines that are described in the most current Faculty Handbook.

### **B. Legal Policies**

Policies that are developed solely to address the University's compliance with federal or state law shall be developed and approved within the Office of the General Counsel.

### **C. All Other Policies**

All other policies shall follow the following review and approval process:

- i. The policy shall be reviewed by the applicable committee within Shared Governance.
  - a. This committee shall provide specific suggestions as to content, language, level of detail, and readability.
  - b. The Responsible Official shall ensure that updates are made to the policy draft with all accepted changes.
- ii. The policy shall be reviewed by the General Counsel or designee to ensure that there are no conflicts with existing laws or regulations
  - a. The Responsible Official shall ensure that updates are made to the policy draft in accordance with the Guidance from the Office of General Counsel.
- iii. The leader of the Responsible Office's Division, the Faculty Senate in the case of Academic policies, or other approving body at the discretion of the Policy Committee, shall have the final review and approval authority.

## **IX. ISSUANCE AND PUBLICATION OF POLICIES**

### **A. New Policies**

Once the University policy has been approved, the Policy Committee will assign a policy number and ensure that it is posted in the policy library, along with all required demographic information. Additionally, the policy will be listed in the new and updated policies section of the Policy Library webpage.

## **B. Revised Policies**

Once the revised University policy has been approved, the Policy Committee will ensure that it is posted in the policy library, all required demographic and policy history information is updated, and is listed in the new and updated policies section of the Policy Library webpage.

## **C. Further Communication**

If it is determined by the Responsible Official that additional communication of a new or revised policy is needed for the University Community, it shall be the responsibility of the Responsible Official to ensure that an email is sent to all relevant stakeholders.

## **X. EXISTING POLICY REVIEW AND REVISION**

The regular review and revision of existing policies ensures that the University's operations and administration are in compliance with new laws and regulations, current with new trends, systems or technology, and consistent with best practices.

### **A. Review**

All policies must be reviewed at least once every five (5) years or sooner if legal, regulatory or accreditation requirements, or changes in operational needs, deem necessary. The Responsible Office and the Responsible Official for each policy is responsible to ensure that reviews are conducted in accordance with this Policy.

The date of the Review, whether or not a Revision was created, must be submitted to the Policy Committee for inclusion in the policy history within the Policy Library.

### **B. Revision**

#### **i. Non-substantive**

Non-substantive revisions are changes to a policy that do not require completion of the policy review process. Such revisions may include correction of typographical errors, minor language edits that do not change meaning or context, and correction of contact information or hyperlinks.

A red-line version must be submitted to the Policy Committee for review, approval, and the posting of the official revision.

#### **ii. Substantive**

Substantive revisions are changes to a policy that require the completion of the full policy approval process, including changes to the meaning, overall goal, intent, or substantive requirements of a policy. Such revisions will typically, but are not limited to: address a change in legal or regulatory obligations or responsibilities; impact the actions required to remain in compliance with the policy provisions, have a significant

impact on FDU community members; or other changes to the goals, requirements, or intent of the policy.

## **XI. TERMINATION OF EXISTING POLICIES**

When it is determined by a policy's Responsible Official, Shared Governance, or the University President that a policy is no longer needed or is more effectively combined with another policy, the Responsible Office will submit a written request for its removal to the Policy Committee. The Policy Committee will confer with applicable University governance groups, General Counsel, and subject matter experts as appropriate to ensure that the policy can be terminated and the overall University impact is considered. If there is disagreement as to whether a policy should be terminated, The University Shared Governance's Steering Council shall be tasked with making the final determination.

If a policy is approved for termination, it shall be the responsibility of the Policy Committee to ensure that the policy is removed from the policy library and appropriately archived in the event that it is needed for future reference.

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