

## University of Indianapolis Policy Development FAQs

### 1. What policies are posted to this site?

Only those policies that apply across the University are posted to this site. Many University of Indianapolis schools and units maintain their own policy libraries, featuring policies that do not apply beyond the school or unit, and therefore are not posted to this site.

### 2. Can a school, department, or unit adopt its own policy on a matter already governed by a University Policy?

Yes, so long as the school, department, or unit policy does not conflict with the University Policy and is made accessible to the University community. The school, department, or unit policy may be more restrictive than the University Policy unless it is based on a statute or regulatory requirement, etc.

### 3. Who can address questions relating to a policy's interpretation or implementation?

Please refer to the policy document for information on where questions regarding the policy's interpretation or implementation may be directed. Generally, such questions may be directed to the responsible office for the policy. The designated responsible office is typically the office that developed the policy and therefore charged with the policy's review and update; the responsible office should be specified in the upper right hand corner of the policy document. If you are unable to determine the responsible office for a given policy, or if you have additional questions regarding a policy after contacting the responsible office, please contact Lara Mann at [policies@uindy.edu](mailto:policies@uindy.edu).

### 4. What is the role of the Policy Advisory Council (PAC)?

The Policy Advisory Council's role is to: (a) advise the University of Indianapolis community on policy development; (b) review and approve proposals for new policies; (c) ensure that policies are properly approved; and (d) generally support the policy development process.

### 5. What are the differences among guidelines, procedures, and policies?

Guidelines—items or documents that serve to explain existing policies or otherwise do not mandate or restrict action—may be adopted at the school, department, or unit level without following prescribed procedures for developing University Policies.

Similarly, procedures that detail the steps necessary to operationalize and implement policies may be adopted without formal review. However, documents should not be labeled as guidelines or procedures as a means of avoiding the policy development and approval process. At the same time, not all communications need to be adopted in the form of a University Policy.

When reviewing policy proposals, the PAC may determine that the proposed policy should be implemented at the school, department, or unit level, or that it should be adopted as guidelines or a procedure instead of a policy.

Questions as to whether a given document is set of guidelines, a procedure, or University Policy may be submitted to Lara Mann at [policies@uindy.edu](mailto:policies@uindy.edu).

#### 6. Who can initiate a new policy?

Any University of Indianapolis school, department, or unit may initiate a new policy by using the new policy proposal template and submitting the proposal to the Policy Advisory Council (PAC) at [policies@uindy.edu](mailto:policies@uindy.edu) for approval. Approved proposals are developed in collaboration with the responsible office for the policy and other interested stakeholders, as designated by the PAC. Members of the University community who are interested in initiating a new University Policy are encouraged to contact Lara Mann at [policies@uindy.edu](mailto:policies@uindy.edu).

#### 7. How are policies developed and approved?

Once a proposal for a new policy is submitted, the PAC will work with the policy initiator and with interested stakeholders to develop the policy. Policies should be drafted using the standard policy template. Policies are to be approved by all University officials and stakeholders designated by the PAC. Once approved, draft policies are posted to the “New or Recently Reviewed Policies” section of the web-site.

#### 8. How is the University of Indianapolis community notified of new policies or policy revisions?

The PAC will coordinate the announcement and distribution of new policies and policy revisions.

#### 9. Do revisions to existing policies follow the same procedure applicable to new policies?

Generally, yes, except that relatively minor changes to an existing policy that does not change its substance may not need formal review. Examples of such non-substantive changes include correcting typographical errors or changing hyperlinks, cross-references, position titles, or contact information in the policy document. Please communicate such changes to Lara Mann at [policies@uindy.edu](mailto:policies@uindy.edu).