One Thing Leads to Another: Inception of a Policy Library
It all started when....

- Shared governance recognized barriers in Constitution and Bylaws
  - Specificity and breadth
  - Threshold required to amend bylaws
Our goals

• Initial goal = Revise and reorganize the CBL

• Subsequent goal = Develop policy library
### New Policies
- Career Advancement for Non-Professional Employees
  - Effective September 6, 2016
- University Policy-Relating (Changes)
  - Effective June 7, 2016

### Revised Policies
- Student Conduct
  - Updated September 26, 2016
  - International Travel Safety and Compliance Policy (Traveler)
  - Updated September 26, 2016
- Non-Exempt, Exempt, and Academic Standing
  - Updated September 26, 2016
- Suspensions and Terminations of Service Professional Appointments
  - Updated September 27, 2016

### Policies Under Consideration
- Proposed Revisions to Tobacco and Campus Use Policies
  - Period: August 23, 2016
- Physical and Electronic Access Control Policy
  - Period: November 30, 2015

### Repealed Policies
- International Agreements and Grant Opportunities
- Foreign Travel Issues
- Automobile Insurance
- Discounts
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In September 2015, the University of Arizona adopted a new policy template to provide consistency, promote ease of use, and improve navigational flow for the new template, existing university policies may appear in a different format or structure. The intended appearance is not intended to create any substantive change in meaning or effect. If you have any questions please contact us at http://policies.university.arizona.edu.
Why is a policy library important?

- Policies exist in multiple locations
- Access, organization, consistency
- Absence of guidelines for policy management (i.e., policy on polices)
- Compliance and risk management concerns
How is this a shared governance concern?

- Compared to other universities, NIU’s
  - Policies codified as bylaws
  - Breadth and specificity unmatched

- Desired increase in accessibility and efficiency
What’s been done thus far?

- Created a formative two-year plan
- Amended Article 22
- Reviewed core governance documents
- Wrote a revised CBL draft with supporting narrative and resource material
What’s the current focus?

• Gather information about other universities’ policy libraries
  – Rubric used to identify best practices

• “Eight questions” responses

• Gather exemplars of policy templates and management guidelines

• Collaborate with DOIT
Where do we go from here?

- Compile and review policies across institutional divisions
- Endorse policy management guidelines
- Introduce recommended CBL changes to University Council
- Work with APPM Committee
Long-term success requires that we...

- Disseminate information about the library and guidelines
- Create a structure that maintains and updates the library
- Re-write policies to increase readability
Moving forward: The OGC, BOT, and policy library

• Coordination

• Endorsement

• Implementation