Northern Illinois University
University Policy Library
Launch and Policy on Policy

Submitted by:
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Background of the Policy Library

• The Policy Library initiative began in 2016 by the University Council-Faculty Senate’s Rules, Governance and Elections Committee (RGE).

• Presentations to Faculty Senate and University Council outlined how a policy library would help provide a centralized place for all university-wide policies to enhance consistency and transparency.
• A letter to the President in 2017 from shared governance and the RGE leadership proposed the creation of the policy library and funding for a Policy Librarian.

• The Policy Librarian position began in August of 2018.
University-wide policies were collected in the fall of 2018 and spring of 2019.

The Policy Library was launched April 9, 2019. The link is: https://niu.edu/policies
University Policies are:

• Statements of principles
• Associated with the conduct required of Northern Illinois University employees and students
• Consistent with the University’s purpose and mission
• Must be followed
Examples of university policies:
• Alcoholic Beverage Policy
• Disability Resource Center Policy
• Clean Desk Policy
• Nondiscrimination, Harassment and Retaliation Policy and Procedures for Students, Faculty and Staff
Policy on Managing University Policies

• The primary document that formalizes the University policy making procedures.
  – Drafted in collaboration with shared governance and university stakeholders
• Intended to provide structure, consistency, and transparency to the policy-making process.
• Establishes the process for developing, reviewing, approving and maintaining all University-wide policies
• The Constitution and Bylaws are exempt from this policy.
• The Constitution and Bylaws will follow established shared governance procedures.
• The President is the approval authority for the Policy on Managing University Policies.
The Policy Librarian:

• Maintains, publishes and notifies the university community of all approved and revised university policies.
• Establishes a review cycle for the policies.
• Works closely with University Archives for proper archiving of policies.
The Policy Library Committee:

• Comprised of university representatives who meet on a monthly basis.

• Responsible for reviewing university policy proposals.

• Recommends approval, revision, rescission, and rewriting of new and existing policies.
The Policy Library Committee:

- Considers whether a policy is necessary and consistent with the mission of the university.
- Recommends the appropriate policy approval authority for final approval of a policy proposal.
- Identifies, as needed, content experts/other resources needed for policy development, approval and/or review.
Policy Library Committee

• Executive Vice President and Provost (or designee)
• Vice President for Administration and Finance (or designee)
• Senior Associate Vice President for Human Resources
• Executive Secretary of University Council
• Chair, University Council Rules, Governance, and Elections
• President, Operating Staff Council
• President, Supportive Professional Staff Council
• President, Student Association
• General Counsel (or designee)
Policy Procedures

- Policy proposals and revisions are submitted using the online policy template.
- The Policy Librarian will submit the policy proposal/revision to the Policy Library Committee.
Policy Procedures

• The Policy Library Committee will approve the policy proposal/revisions and send to the Policy Approval Authority (President, University Council, or Board of Trustees).

• Once vetted, the Policy Librarian will place the policy proposal/revision on the Policy Library website for 30 days for review and public comment from the university community.
Policy Procedures

• Comments will be reviewed and, if needed, changes to policy proposal/revision will be made.
• The final policy proposal/revision is returned to the Policy Library Committee with relevant changes.
Policy Procedures

• If no further consultation is needed, the proposal/revision is sent to the Policy Approval Authority for final approval.

• The Policy Librarian will publish the final approved policy/revision to the Policy Library website.
Policy Procedures

• The procedure continues for each new policy proposal or policy revision.
• All policies will be placed on a three-year review cycle to keep the policy library current.
Thank you.