POLICY AND PROCEDURE

Policy Management Policy

Goodwin University seeks to provide clear, consistent, and efficient processes for the creation and management of institutional policies. The information in this policy details how policies are managed throughout each stage (i.e., proposal and development, approval, editing, dissemination, and annual review and updates). The guidance is provided to the Goodwin Community to support best practices in how policies are generated, applied, and reviewed. In strengthening policy management, the institution maintains reliable adherence to its mission, equitable practices with all constituents, and integrity with both internal and external stakeholders.

The Office of Institutional Effectiveness (OIE) provides support and oversight for policy management. Chiefly, the OIE offers general policy guidance, support for the approval process, oversight of policy editing and placement on the Goodwin website, and leads an annual review initiative to ensure that all policies are continuously improved, accurate, and relevant. In addition to the annual policy review, all policies are subject to review at any time by Goodwin administration, including Cabinet and the Board of Trustees.

The table below provides general guidance and procedures on the main tenets of policy management:

Policy Approval	Proposed new policies must be first approved by the leader of the responsible office, the Vice President of the OIE, the Cabinet, and the University President. (See the sections on "New Policy Development" and "Annual Review and Updating an Existing Policy" for more details.)
Editing a Policy	• The responsible office should edit their policy, as appropriate, during the annual review process and avoid updates in the interim. (See section on "Annual Review and Updating an Existing Policy" for more details.) • All policies, new and revised, are reviewed by the OIE prior to posting on the Goodwin website. The OIE will collaborate with the responsible office to edit a final policy for clarity, grammar, accuracy, alignment with existing policies, and consistency with the Goodwin template for policies and procedures.
Disseminating a Policy	The responsible office should inform all stakeholders that will be affected by a new policy of its existence. All institutional policies should be posted on the Goodwin website and stay consistent with other institutional formats, such as a syllabus, the student or faculty handbooks, or similar resource. Transparency is integral to the success of the institution and no policy shall exist in secret. (See section on "New Policy Development" for more details.)
Annual Review and Updating an Existing Policy	During the summer semester of each academic year, the OIE will initiate the annual policy re(o)-1. 3958 6(f)-0. 332()-0. 6992604 4 4 i r 8

9%*stantive Revisions #or E, isting Policy	• I#an e, isting !olicy %ndergoes a s%*stantive revision" de#ned as ma-or c$anges wit$ #ar5 ranging im!acts" t$e OIE may re+%ire a review *y Goodwin Administration& • ' $e leader o#t$e res!onsi*le o##ce s$o%ld alert t$e OIE o#t$eir *elie#t$at a !olicy $as %ndergone s%*stantive revisions %!on s%*mission& • I#t$e content and intent o#t$e !olicy is revised #or str%ct%re or organi7ation" *%t remains largely t$e same" t$e !olicy revision is not considered s%*stantive& • Policies t$at re+%ire administrative review d%e to s%*stantive revisions *ecome actiona*le w$en t$e review is com!lete and a!!roval $as *een !rovided *y t$e Ca*inet and President& Until t$at !oint" t$e #ormer version o#t$e !olicy will serve as t$e o##cial g%idance&
Policy 9torage	' $e OIE stores t$e master co!y #or e, isting !olicies in 4ord #ormat&Any de!artment leader see ing a co!y o#an edita*le !olicy #or t$eir area o#res!onsi*ility may re+%est t$e doc%ment %sing t$e instit%tional re+%est #orm/ www&goodwin&ed%4orms2e5re+%est&

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POLICY DEVELOPMENT AND REVIEW
GUIDANCE SHEET

ATTRIBUTES OF A GOOD POLICY

The target audience for the policy is clear.

The policy is written in simple and succinct language that flows well in an organized structure.

Any procedures are precise and easy to follow.

The policy is free of spelling and grammatical errors.

The policy is up-to-date and aligned with current policy, regulations, and laws (both internal and external).

CHECKLIST QUESTIONS

Are there minor edits that need to be made?   as a word spelled wrong? !s the grammar accurate? "ow is the syntax? !s there a missing comma? #id you $now it is now accepted that an %xford comma be added to a list?
#oes the policy refer to a person that is no longer here or a position that no longer exists? !f so, consider ma$ing change that will withstand time. A best practice is to use the name of a title instead of a person.
#oes your policy reference Goodwin College &ersus ' oodwin (ni&ersity? !f so, is the context accurate or does the word college need to be changed to uni&ersity?

hen referencing) ew *ngland +ommission of "igher *ducation, do you use the term regional accreditor0 300443(o) -6
olowgecn( ) -2. 69867(n) 2. 25997(a) 10. 7123 ((r)0. 507829(s) 9. 83444

Pro%ide an audit trail for the policy and procedure that includes8/90the date the policy and procedure &as created /:0the date the policy and procedure &as appro%ed by the Office of Institutional Effecti%eness /OIE0 /;0 the date the policy and procedure &as appro%ed by Cabinet and /<0the date of the " ost recent re%ie& and*or re%ision by the responsible office#E%en if there is no re%ision co" pleted this section should indicate that a re%ie& too) place#

	This is not necessarily the appro%al date# This date should indicate &hen the policy beco" es effecti%e for the Uni%ersity# ' or e. a" ple so" e policies " ay not !o into effect until the se" ester start date follo&in! policy appro%al# In those instances this date &ill reflect the date of the ne. t se" ester start#
	Identify the office*position title /do not use a person$s na" e0that &ill ser%e as the e. ecutor of the policy handle -uestions re!ardin! the policy and procedure and be responsible for updates to the policy and procedure thereby ensurin! that the content reflects any chan!es#
	Policies are re%ie&ed or re%ised annually by the responsible offices#Policies are re%ie&ed or re%ised annually by the responsible offices#Re%ie&ed or re%ised policies and procedures shall be sent to the OIE durin! the annual re%ie& process held durin! the su" " er se" ester#

Include any supportin! docu" entation that &ould be of use for the interpretation future e%aluation or re%ision of the policy and procedure#E. a" ples include8the te. t of the la& or re!ulation that re-uired the creation of the policy or &hich the policy &as desi!ned to co" ply &ith and " eetin! " inutes docu" entin! open foru" discussion /e#!# ar!u" ents for and a!ainst resultin! %ote0#