Executive Memorandum No. 32

Development and Issuance of University-wide Policies

This policy describes and establishes procedures and standards for developing, reviewing, approving, updating, and amending University-wide policies.

1. **Scope of University-wide Policies**

   A University-wide policy is a policy with broad application throughout the University that mandates, specifies, or prohibits behavior in order to express basic values of the University, enhances the University’s mission, promotes operational efficiencies, reduces institutional risk, helps ensure compliance with applicable laws and regulations, promotes ethical standards and integrity, and is adopted in accordance with the procedures described in this policy.

2. **University-wide Policy Template**

   All University-wide policies must be in the University’s standard policy format (see addendum), which includes a short, descriptive title, statement of purpose and scope, applicable definitions and exclusions, and the schedule for policy review.

3. **Responsible Official**

   The President, Executive Vice President and Provost, and Vice Presidents are Responsible Officials.

4. **Development and Review of a University-wide Policy**

   A new University-wide policy or amendment to an existing University-wide policy may be initiated by a Responsible Official with authority and responsibility for the subject area addressed. The Responsible Official should oversee the drafting and development process and may designate others to assist. In developing or amending a University-wide policy, the Responsible Official should consult with others in the University who may be significantly affected by the policy or who have relevant expertise in the subject matter. Responsible Officials should notify the President’s Council of University-wide policies under development and may consult with the Office of the Vice President and General Counsel at any stage in the development. If a University-wide policy would affect academic issues and/or faculty, the Responsible Official must consult with the Executive Vice President and Provost and campus Faculty Senates prior to final approval. If a University-wide policy would affect financial or business operations, the Responsible Official must consult with the Vice President for Business and Finance.
5. **Approval**

A Responsible Official must take all University-wide policies to the President’s Executive Cabinet for consideration and comment, and then to the President’s Council for final review and approval.

All University-wide policies must be reviewed and approved as to form by the Executive Vice President and Provost, Vice President for Business and Finance, and Vice President and General Counsel prior to presentation to the President’s Council.

6. **Publication**

Once approved, all University-wide polices must be posted to the Policies page on the University of Nebraska website (www.nebraska.edu).

Dated this 29\_\_\_ day of May, 2018.

\[Signature\]

Hank M. Bounds, President

Reference: May 29, 2018