MISSOURI SOUTHERN STATE UNIVERSITY POLICY					
Policy #:	01-0001				
Name of Policy:	**Policy on Policies**				
Date of Last Revision:	Aug. 2026 |	Initial Date of Approval:	2017 |	Initial Effective Date:	2017
Policy Owner	President's Cabinet				
Policy/Chapter Sections	Board/01				
Date of Next Review:	May 2029				

1.0 PURPOSE

This policy provides a framework for the implementation, review, and maintenance of policies at the University.

2.0 SCOPE

This policy applies to all University administration, faculty, staff, and students, and all such parties are expected to abide by the procedural guidelines outlined herein.

3.0 POLICY

Definitions:

Board of Governors Policy

A Board of Governors Policy is a statement of the University's official position on specific organizational or operational matters that affect or apply to the entire campus community, including staff, faculty, administration, and/or students of all groups or departments All University and Unit policies shall be consistent and in agreement with the Board of Governors Policies.

University Policy

A University Policy is a statement of the University's position on matters directly affecting the mission of the University which has broad application across the entire institution. These policies change infrequently and set a course for the foreseeable future. In the event of a conflict between a University Policy and Unit Policy, the University Policy will prevail.

Unit Policy

A Unit includes but is not limited to a department, office, program, division, or college. A Unit Policy is a statement that applies to the operations and to the staff, faculty, administration, and/or students of individual departments, colleges, or units. A Unit Policy may be more

restrictive than a University or Board of Governors Policy, but any conflict between Unit Policies and University or Board of Governors Policies must be resolved prior to final posting of such policy.

Procedure

A procedure is a guideline or series of interrelated steps taken to help implement a policy and may stand alone or be integrated as part of a policy. University procedures:

- should identify and link to the applicable policy(ies) if standing alone,
- should be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed,
- should be reviewed and updated as necessary to ensure agreement with the most recent revision to the applicable policy(ies), and
- generally, do not require formal approval by senior university officials.

Policy Administrator

The Policy Administrator is the designee of the President's office, who is responsible for assisting with ensuring proper policy approval, implementation, and revision procedures are followed according to the guidelines provided herein.

Policy Library

The Policy Library is the online electronic repository for all Board and University policies and may also contain any other policies or procedures the University determines are appropriate or necessary.

Policy Library Matrix

The Policy Library Matrix is the spreadsheet maintained by the Policy Administrator or designee to manage and track all new policies, revisions to existing policies, and scheduled reviews of policies.

Policy Webmaster

The Policy Webmaster is the individual or department responsible for electronic posting or electronic removal of policies from the online Policy Library as directed by the Policy Administrator.

Procedure

A. Policy Format

To ensure clarity and consistency, all Board of Governors and University policies will be written and maintained following the basic format described in the standard policy template:

A sample policy template can be located on the website at www.mssu.edu/policy/forms.

Other policies may exist in different formats such as a handbook or catalog and may be exempt from the template format requirement.

B. Policy Development and Revision

The following procedures apply to the Board of Governors policies and University Policies. Unit Policies are subject to procedures set forth by the individual department, colleges, or units, with final approval of such policies subject to review by the University Council for conflict with Board of Governors policies or University Policies.

1. Proposal

The University Council, or any other interested constituency, may identify a policy issue and develop into a policy proposal. Proposed policies will be submitted, using the University policy format, to the responsible unit for review.

2. Review and Endorsement

Once the Unit has approved the proposed policy, the appropriate member of the President's Cabinet shall review the proposal and, if approved, forward the proposal to the Policy Administrator. The Policy Administrator shall forward it to the University Council for consideration of the policy's likely impact on the members of the University community, including legal and, if appropriate, additional review committees. The University Council may require revisions to the draft policy and will request that the drafting party provide a final version of the policy if any such revisions are made.

Following consideration of the impact of the policy and determination of the final version of the policy, the University Council will either endorse the proposed policy and submit the final version to the President, or otherwise to the President or his/her designee for final approval. If the proposed policy is not endorsed, the University Council will notify the party who submitted the proposal of the decision not to endorse.

3. Approval

After the University Council's endorsement, the President or his/her designee, as appropriate, will consider the policy for formal approval. If the policy is formally approved, it will be forwarded to the Policy Administrator for implementation or to the Board of Governors, if it is determined to be a Board Policy. If the policy is not formally approved, the originating party will be notified of the denial by the President's office.

4. Implementation

Upon formal approval of a policy as outlined in section 3 above, the approving party will forward an electronic copy of the final approved policy to the Policy Administrator, who will assign the policy number, log the new policy in the Policy

Library matrix, and forward the final version to the Policy Webmaster for posting in the online Policy Library.

The Policy Webmaster has sole authority for physically posting or removing policies from the online Policy Library, and these actions may only be performed at the direction of the Policy Administrator.

5. Revisions

All revisions to existing policies must be submitted to the Policy Administrator to ensure proper online Policy Library posting protocol.

Board of Governors Policies

Any and all revisions to Board of Governors policies must follow the approval process currently in place with the board.

University

Substantive revisions to University Policies require the University Council approval. The President or his/her designee may approve clerical, stylistic, or legally mandated revisions to policies.

Unit

Individual members of the relevant department, college, or unit may approve Unit Policies or delegate approval authority as they deem necessary.

Regardless of policy level (Board of Governors, University, or Unit), the Policy Administrator is responsible for noting revisions to existing policies in the Policy Library Matrix and will maintain historical copies of policy revisions. The Policy Administrator will also notify responsible parties when particular policies are scheduled for review or revision. The Policy Administrator is available to work with the responsible parties during any phase of the policy development process, including, if applicable, implementation of a training schedule.

The Policy Administrator is responsible for instructing the Policy Webmaster to post an electronic copy of final approved policies on the University's Policy Library webpage, and to remove policies as necessary. Designated responsible offices will monitor compliance of policies under their control and alert the Policy Administrator to required changes to noncompliant policies. The Policy Administrator will work with the appropriate approval authority to ensure changes are implemented and properly approved and will alert the Policy Webmaster to post new versions upon approval.

University policies will be systematically reviewed by the policy owners to determine if they are still needed, updates or revisions need to be made, or gaps

exist for new policy to be developed. If not stated within the policy, policies in the Policy Library should be reviewed at least every three years. The Policy Administrator will use the Policy Matrix to notify policy owners at the beginning of each academic year during which a review is necessary.

C. Location of Policies

To ensure ready access to policies, the University maintains an official online Policy Library webpage (policy.mssu.edu) with the most current approved version of all Board of Governors policies, University policies, and all other policies and procedures the University determines are appropriate for posting. The documents on the Policy Library webpage will constitute the official electronic repository for University-wide policies.

To maintain an organized system for revision control, and to ensure consistency, individual departmental websites **may not** contain separate copies or versions of Board of Governors policies or University policies or procedures. Instead, departmental websites that reference Board of Governors policies or University policies or procedures **MUST USE** hyperlinks to the documents on the official Policy Library webpage. This does not preclude departments from maintaining internal departmental policies and procedures on their web pages, provided the internal departmental policies and procedures are not identified as official University policies and procedures, and do not conflict with official University policies. To ensure compliance and consistency, departments should consult with the Policy Administrator when posting new or revised policies to departmental websites.

D. Structure and Organization of the Policy Library

The University Policy Library webpage (policy.mssu.edu) will list all policies by name and category and will provide links to policies. University policies are also available in a numerical listing or by search engine.

E. Decommissioning and Archiving Policy

Policy owners who believe a policy should be decommissioned should notify the Policy Administrator before the last University Council meeting of the academic year. The Policy Administrator will put all policy decommission requests on the last University Council meeting agenda of each academic year for consideration. If decommissioning is appropriate, the Policy Administrator will document the decision on the Policy Matrix, make a notation on the policy itself, and instruct the Policy Webmaster to move the policy to the archive in the Policy Library.

4.0 HISTORY

Established 2017
Revised July 2023 by Policy on Policies Ad hoc Committee

Policies may be revised, edited, changed, or removed at any time with or without notice to applicable individuals.

This policy should be reviewed every three years by the University Council as prompted by the Policy Administrator.

5.0 RELATED DOCUMENTS

Standard Policy Template