



Policy on: Policies and Procedures

Purpose:

To explain the rules, rights, obligations, and expectations related to the creation, publication, implementation, and maintenance of policies and procedures at Winona State University (WSU).

Policy:

University Policies are clear statements of the rules, rights, and obligations that apply university-wide. Policies communicate WSU's position on specific topics and outline expectations for faculty, staff, students, and other members of the WSU community.

All WSU Policies must:

1. Have a clearly defined purpose;
2. Be short and succinct;
3. Clearly delegate responsibility for oversight and maintenance;
4. Be reviewed by all relevant stakeholders prior to adoption;
5. Be formally approved by University's President;
6. Be accessible to all interested parties and presented in a common format.

University Procedures are clear explanations of how a policy is generally implemented at WSU.

All WSU Procedures must:

1. Explicitly derive their authority from associated policies;
2. Have a clearly defined purpose;
3. Provide relevant details regarding the implementation of associated policies;
4. Be easily revisable as institutional practices evolve over time;
5. Be reviewed by all relevant stakeholders prior to adoption;
6. Be formally approved by University's President;
7. Be accessible to all interested parties and presented in a common format.

President's Signature: _____



Date: 7-29-20

Responsible Officer's Signature: _____

Date: _____

Definitions:

Administration: The offices and roles listed in WSU's "[Administrative Leadership](#)" webpage.

All-University Policy Committee: A committee consisting of representatives from all bargaining units (IFO, ASF, MAPE, AFSCME, MMA), student senate, and the administration.

Clarity: Something is clear, in the context of this document, when it is unambiguous and relatively easy for its intended audience to understand. Different standards of clarity may be necessary for different audiences.

Relevant Stakeholder: A stakeholder identified by the All-University Policy Committee as having a vested interest in the development and implementation of a university policy or procedure.

Responsible Office: An office of the Administration primarily responsible for developing, maintaining, and upholding a university policy and implementing a university procedure.

Responsible Officer: A role within a responsible office vested with the authority to uphold a university policy and implement a university procedure housed within that office.

University Policy: A set of principles, positions, and rules having application throughout the university and intended to govern the actions of all employees, faculty, students, visitors, and others who come in contact with the university.

University Procedure: A clear explanation of how a policy is generally implemented at WSU.

Subsequent Procedures:

WSU Procedure 1.1.A: Procedure on Policies and Procedures

Policy History

Date of Adoption: Click or tap to enter a date.

Date of Implementation: Click or tap to enter a date.

Date and Subject of Revisions:

Date and Reason goes Here