



Title: Policy for the Management of Administrative Policies (“Policy MAP”)

Approved by: Office of the President

Date approved by President or Board of Trustees: July 1, 2019

Effective date: July 1, 2019

Responsible Official: Office of the President

Responsible University Office: Compliance

Revision History: None

Related legislation and University policies: None

Review Period: 5 Years

Date of Last Review: April 24, 2024

Relates to: Faculty, Staff, Students

I. Summary of this Policy

Case Western Reserve University administrative policies are subject to a formal review and approval process. This document outlines the requirements for developing new policies and revising or terminating existing policies. This policy outlines a workflow that is intended to simplify, clarify, and streamline policy creation, management, and access.

II. Purpose(s) of this Policy

The University recognizes that well-written and properly vetted policies support transparency, accountability, and efficiency within an organization. The University works to establish and maintain effective policies by utilizing

a thorough review and approval process, supporting a consistent format for policies, and ensuring that the campus community has easy access to policies. Accordingly, this policy promotes:

- A. A consistent vetting process and format for University policies.
- B. An appropriate level, scope, and frequency of review and revision to University policies.
- C. Clarity, transparency, and a shared understanding of University policies.

There are many other policies, standards, and guidelines created within departments, offices, and schools, but they

revised policies or procedures, and recommending appropriate changes to existing policies and procedures.

The University may amend, modify, delete, or add any policy at any time in order to meet the needs of the University community, in order to comply with law, or for any other reason the University may determine appropriate.

Nothing in this Policy on the Development of University-wide Administrative Policies diminishes or interferes with the right of the University's Board of Trustees to create, amend, replace, or terminate any University policy.

V. Formatting of Policies

It is essential that University community members understand CWRU's policies. Therefore, policies should be clear and concise. They should contain

When a Responsible University Office determines that a new or revised policy is needed, it shall submit a proposed new or revised policy draft to the University Compliance Office, the Office of General Counsel, and to those individuals who, in the judgment of the Responsible University Office, should be involved in reviewing and finalizing the draft policy, iicf ,

Each Responsible University Office shall periodically review all policies for which it is responsible to determine whether a policy requires revision, replacement, or termination because of a change in applicable law, University need, or business process. This review should occur as frequently as needed and at least once every five years.

VIII. Procedure to terminate an existing policy:

The President or a Responsible University Office may identify a need to terminate an existing policy. For example, the subject matter of the policy may no longer be applicable to the University activities or operations. Any member of the University community may communicate the need for a policy termination by contacting the Responsible University Office. The Responsible University Office shall then investigate, evaluate the issue, and decide whether to identify the need to terminate the policy. The Responsible University Office shall keep the person requesting termination informed of the progress made on the request. If the Responsible University Office declines to terminate the policy per the request, it shall inform the requestor, the Compliance Office, and the Office of General Counsel regarding the reason(s).

If a Responsible University Office identifies the need to terminate an existing policy, it shall prepare a statement explaining why the policy is no longer of benefit to the University.

The Responsible University Office shall submit the statement, along with a copy of the subject policy, to the University Compliance Office, the Office of General Counsel, and to those individuals who, in the judgment of the Responsible University Office, should be involved in considering the termination of the existing policy, including the Responsible Official or their designee. For policies that may affect faculty members, the Responsible University Office shall notify the Faculty Senate and provide it with the option of participating in the process in a consultative role. If the Faculty Senate opts not to participate, it may elect to receive updates on the Responsible University Office's progress.

The Responsible University Office shall present the content of the statement to Faculty Senate and Staff Advisory Council, and other appropriate University groups, to obtain their input regarding it.

The Responsible University Office shall consider the responses and revise the statement accordingly. Assuming the Responsible University Office continues to recommend that the policy should be terminated, the statement will be sent to the Compliance Office and the Office of General Counsel. The Compliance Office shall submit the termination statement to the President for consideration and approval and/or transmittal to the Board of Trustees.

The Compliance office shall work with University Archives so that Archives will retain the terminated policy for reference purposes. The Responsible University Office shall remove the terminated policy from its website, and the Compliance Office shall remove the policy reference and link from its web page of University Policies.