Northeastern Illinois University formally approves, issues, and maintains in a consistent format, NEIU policies. Individuals engaged in developing and maintaining Northeastern policies must follow the requirements outlined in this document for drafting, approving, revising or withdrawing Northeastern policies.

Northeastern policies must be thoroughly reviewed, maintained, and made available to the University community to inform and promote practicality, compliance, and accountability. Northeastern policies are intended to supplement and clarify Northeastern Board of Trustees (BOT) Policies and Regulations, and to implement compliance with local, state, and federal laws and regulations. Northeastern policies also complement collective bargaining agreements. Policies do not supersede the Faculty Constitution or faculty governance entities, and procedures established therein.

**WHO IS AFFECTED BY THIS POLICY**

All members of the University community

**DEFINITIONS**

**Northeastern Digital Policy Library** is the central location online for all Northeastern policies, accessible to everyone in the University community.

**Northeastern Policy** is a University directive that:

1. Mandates requirements of or provisions for members of the Northeastern community, and provides procedures for implementation
2. Has broad application throughout the University
3. Enhances the University’s mission, reduces institutional risk, and/or promotes operational efficiency
4. Has been reviewed by a committee of senior University administrators, typically the Northeastern Policy Working Group, has been presented in draft form to the University community for input, and approved by the University President
5. Helps achieve compliance with applicable laws and regulations

**Policy Coordinators Group (PCG)** are the individuals (also referred to as “Policy Coordinator” or “PCG Lead”) who maintain the Northeastern digital policy library and assist with policy development, coordination, and dissemination.

**Policy Working Group (PWG)** is the standing committee of senior administrators who review, discuss, advise, and/or take action on appropriate Northeastern policy and policy issues. The group comprises senior administrators from across the University, and includes the President and Vice Presidents.

**Procedures** for compliance outline how the policy’s requirements will be met. This section outlines the actions required to comply with the policy statement and the office responsible for each task.

**Regulations** state what new requirements or provisions this policy establishes, with a fuller description of these issues and their larger context than was possible in the policy statement.
Responsible Office is the unit responsible for maintaining the accuracy of the policy content and handling inquiries regarding the development, implementation, and requested revisions of that policy.

Responsible Officer is the individual delegated to revise procedures and to implement policy in his or her specific area, office, or jurisdiction.

### PROCEDURES

1. **DEVELOPING POLICY**

Policies are employed by Responsible Officers to support the missions of their units to the University. Any individual or unit may identify the need for a new policy, but a Responsible Officer must agree to sponsor its development and be accountable for the content of its principles and procedures. The Responsible Officer(s) will appoint (a) responsible office(s) to consult with the Northeastern Policy Coordinators Group in developing that policy.

Members of the PCG assist in the drafting of the full policy document as described below in the paragraphs on reviewing policies; however, the actual writing of the full policy is accomplished by the Responsible Office. Northeastern has established a standard policy format and review process to achieve consistency, appropriateness, ease of understanding of, ease of access to, and compliance with University policies (see link below to Northeastern Policy Template and Guide). The Responsible Office will use the Northeastern Policy Template and Guide to develop new policy.

2. **REVIEWING AND APPROVING POLICY**

The PCG regularly meets to review and discuss policies in various stages of development.

With the Responsible Officer’s approval, the respective Policy Coordinator distributes the draft policy to the PCG for review by the vice presidential areas. The PCG then works as an intermediary between the policy author and members of the senior leadership until the policy is ready for final approval by the Policy Working Group. Once approved, a targeted announcement is sent to the University community announcing that the final policy draft has been posted to the Northeastern online policy library for the 30 days of public comment and feedback.

The PWG requests that two members of each constituency group (Faculty Senate, Civil Service Council, Administrative and Professional Council) review policies when they are posted and submit any feedback to the PCG during the 30 day review period. The respective Policy Coordinator will work with the Responsible Officer and the author to identify and incorporate necessary edits. Extensive revisions to the policy draft must be approved by the PWG.

To remain compliant with changing municipal, county, state, and federal law, some policies (most of which are financial) will require “Interim Approval”. Such policies will be posted in the Policy Library, noted as “Interim Approval.” At the same time, the policy will be posted for the public 30 day review period. Feedback generated during this period will follow the procedure described above for policies generated through the normal process.

New policies, substantial revisions to existing policies, and policy eliminations are approved by the President or her/his delegate(s).

Final policies are posted on the Northeastern digital policy library.

3. **REVISISING EXISTING POLICY**

Each Northeastern policy should be revisited at least every five years by the Responsible Office. The extent of revisions (if any) to existing Northeastern policies suggested by the Responsible Office determines the approval process. Minor updates and less substantive revisions can be approved by the area’s Vice President or delegated Responsible Officer, with an opportunity for input from appropriate constituency groups. More substantial revisions to existing policy should go through the process described above for approving new Northeastern policies, with final approval by the University President.
GUIDELINES

A Responsible Officer may use approved policy as a tool for effective management within his/her area of responsibility. In this way, Northeastern policies clarify institutional expectations, provide employees with frameworks in which to operate, support compliance with laws and regulation, mitigate institutional risk, and enhance productivity and efficiency in the University’s operations.

AUTHOR REFERENCE

Cornell University Policy Library, “Formulation and Issuance of University Policies”:
http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4_1.pdf

Michigan Tech, “Establishing and Creating University Policy and Procedures”

APPENDIX

Appendix A – Policy Template

HISTORY

Issued: 12/01/2011
Revised: 06/06/2012
07/10/13
Formerly Administrative Memorandum No.1 – Establishment of Northeastern Illinois University Administrative Memorandum Series, effective dated 03/01/1995

RELATED POLICIES, DOCUMENTS, AND LINKS

Northeastern Policy Library – http://www.neiu.edu/Northeasternworks_UIS/Index.html

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>(773) 442-5400</td>
<td><a href="mailto:y-lopez@neiu.edu">y-lopez@neiu.edu</a></td>
</tr>
</tbody>
</table>

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.
APPENDIX A – POLICY TEMPLATE

University Policy

Volume
<code>
 volumetitle>

Code
<code>
<Title>

Effective Date: mm/dd/yy
Last Revised: mm/dd/yy

Chapter
<code>
<chapter title>

Responsible
Office:
<title>

Responsible
Officer:
<title>

Template and guide to writing NEIU Policy

This template is designed to help policy writers organize the content of a policy according to the official policy template used at NEIU. We will aid you in editing your text to conform to university policy standards at your request. In general, our normal review and edits will only be to apply appropriate formatting, grammar, etc. Important note: all items in italics are guidelines to help you with each section. These guidelines will not appear in your final policy draft and you may delete them before submitting a policy draft for approval.

Five guidelines for drafting policy language:
1. Where possible, use the active voice rather than the passive
2. Break up text using the lists and headings in the template
3. You are writing for a general audience – the university-at-large. To maximize understanding by the average individual, use clear and precise language, brief sentences, and common words. Avoid jargon.
4. If technical words are necessary these must be defined in the Definition section.
5. Avoid “should” and opt for firm language, such as “must,” especially as the actions required by this policy are not optional.

Referring to cells at the top of the policy:
Effective Date: when the policy was approved, this will be filled in before the policy is published
Volume Section: leave blank for the Policy Coordinator to fill in.

Responsible Office: the office responsible for maintaining the accuracy of the policy information, reviewing the policy, and handling inquiries about the development, implementation, and revisions of that policy.

Responsible Officer: the person responsible for the creation and revision of policy. List this as a position, not the name of any individual currently in the position.

Policy Format

| Text | All text must be Helvetica |
| Font Size | All font size within content areas should be size 9. Excluding headings. |
| Headings | See examples below: |
| 1. **HEADING 2** (Helvetica, 12 pt, bold, underlined, all caps, underline, numbered, level 2 outline, number position indent 0.0, text position indent 0.4) |
| 1.1. **HEADING 3** (Helvetica, 12 pt, bold, small caps, numbered, level 3 outline, number position indent 0.25, text position indent 0.7) |
| Line Spacing | Single line spacing and returns will be used. No paragraph spacing (ex: 10pt before or after) |

POLICY STATEMENT

Generally, two to four sentences, the “Policy Statement” states the policy, when the policy applies, and any mandated actions or constraints. It doesn’t describe procedures or regulations. Once a policy has been formally approved by the University, the responsible office may change the procedures (the way in which a policy is implemented) or regulations but may not change the policy statement without restarting the approval process.
PURPOSE OF THE POLICY

Generally, two to four sentences, the "Purpose of the Policy" cites the University's commitment to a value or mission, why the policy must exist, the problem or conflict the policy seeks to address, or cites any legal, regulatory, stewardship or other requirement the policy aims to meet.

WHO IS AFFECTED BY THIS POLICY

Indicate the intended audience or users of the policy.

DEFINITIONS

This is an optional field. Define terms that have specialized or particular meanings in the policy. Caution: Do not use the term being defined to define the term itself.

REGULATIONS

This is an optional field. Include all authoritative citations that effect this policy. Examples include state or federal statute or regulation, administrative rules or directives, executive orders or other similar directives. If statutes or laws are cited, please provide a valid web link so the user can quickly see the source document.

PROCEDURES

A policy should contain procedures for compliance that outline how the policy's requirements will be met. This section outlines the actions required to comply with the policy statement. It must specify the office responsible for each task.

GUIDELINES

This is an optional field. Guidelines are intended to advise and recommend rather than govern. They provide appropriate action and instruction, but are optional actions to which other alternatives are possible. For example, guidelines for a policy on creating a web page would include suggested language and writing style for content, whereas a procedure would dictate what department to contact and what forms to submit to have the web page created.

AUTHOR REFERENCE

This is an optional field. Reference published material that sided in writing this policy.

HISTORY

The entire official history of the policy in chronological order from oldest to newest. A date should accompany each action, noting whether it is a revision or review. If replacing an Administrative Memoranda, it should be cited here.

Example: Formerly Administrative Memorandum No. XX -- Policy Name, effective date mm/dd/yyyy
Revised: mm/dd/yyyy
Reviewed: mm/dd/yyyy

APPENDIX

This is an optional field. Attachments that accompany the policy such as forms, guides, illustrations, flow charts and other supporting documents.
RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

This is an optional field

Supplemental information either about or bordering the policy not already stated above. This material is not related to the policy's implementation.

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Responsible Officer</td>
<td>phone number</td>
<td>E-mail address of area</td>
</tr>
</tbody>
</table>

DISCLAIMER

Include the following statement at the end of the policy:

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.

Resource(s) used in creation of the Policy Template: Cornell University Policy Office’s Simplified Policy Template, [http://www.oia.cornell.edu/otfa/strategicpolicyoffice/development/simpltemplate.pdf](http://www.oia.cornell.edu/otfa/strategicpolicyoffice/development/simpltemplate.pdf)