Northeastern ILLINOIS UNIVERSITY

University Policy

Volume G1: Governance	**G1.1** **Formulation and Issuance of University Policies** **Effective Date:** 12/01/2011 **Last Revised:** 04/03/2025	**Responsible Office:** Office of the President
Chapter:		**Responsible Officer:** President of the University

POLICY STATEMENT

Northeastern Illinois University (the "University") formally approves, issues, and maintains in a consistent format, University Policies. Individuals engaged in developing and maintaining University Policies are to follow the requirements outlined in this document for drafting, approving, revising or withdrawing University Policies.

PURPOSE OF THE POLICY

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

WHO IS AFFECTED BY THIS POLICY

All members of the University community, including visitors and vendors.

DEFINITIONS

The **Policy Library** is the University's online, central location for all enacted University Policies.

University Policy is a University directive that:

- Mandates requirements of or provisions for members of the University community, and provides procedures for implementation;
- Has broad application throughout the University;
- Enhances the University's mission, reduces institutional risk, and/or promotes operational efficiency;
- Is reviewed by a cross-functional committee of senior University administrators, typically the Northeastern Executive Policy Group (i.e., the EPG), is presented in draft form to the University community for input, and is enacted by the University President; and
- Helps achieve compliance with applicable laws and regulations.

Policy Coordinators Group (PCG) consists of members (also referred to as "Policy Coordinators" or "PCG Leads") who represent each Vice President area, including a student representative appointed by the Student Government Association. This group maintains the University's online Policy Library and assists with policy development, periodic review and updates, coordination, and dissemination.

Executive Policy Group (EPG) is the standing committee of the President, Vice Presidents, and other members of the EPG, who conduct the third round of internal review of policy drafts prior to the public comment phase.

Procedures for compliance outline how the policy's requirements will be met. This section describes the actions required to comply with the policy statement and the office, or individuals, responsible for each task.

Regulations (federal, state, municipal, and board) state which requirements or provisions the policy establishes, with a fuller description of these issues and their larger context than was possible in the policy statement.

Guidelines are recommended courses of action or future action.

Responsible Office is the unit responsible for maintaining the accuracy of the policy content, and for handling inquiries regarding the development, implementation, and requested revisions of that policy by its policy author.

Responsible Officer is the area Vice President.

University Community is comprised of any individual or group of individuals who are associated with the University by their choice. This may include: all types of employees, students, or entities doing business with or supporting Northeastern (e.g. vendors, alumni, local or state community members, etc.).

Enacted Policy is a policy that has been vetted through the University's approved process and has been recommended by the Executive Policy Group to the President to become a University Policy.

Interim Approval is authorized by the President as a conditional approval of a policy that has either been significantly changed from its current state and/or has been changed as mandated out of regulatory or operational necessity. Interim Approval policies are expected to move through the normal policy development processes in order to be enacted by the President.

Internal Reviewers are Deans, Directors, Shared Participation/Governance leaders, and Union leadership.

Internal Review is a procedural operation conducted by Internal Reviewers to:

- identify regulatory and procedural gaps in the development of new policy and policy revision,
- advise subject matter experts in the policy development and revision process through constructive feedback over a succession of three separate rounds,
- provide a sufficient amount of participation from internal leadership to ensure the final draft document meets the needs of the University, and
- clearly articulate policy concerns of the University community-at-large.

Public Comment Period is a 30-day final step in the University's democratic policy-making process to collect feedback from the University community-at-large, the general public, and other interest groups on a final policy draft.

REGULATIONS

Board of Trustees Governing Policies:

- Article II. Northeastern Illinois University, Section 2., The President

Board of Trustees Regulations:

Provost and Vice President for Academic Affairs

- Section II. Employees, Subsection A. General, 16. Copyrights and Patents
- Section II. Employees, Subsection B. Faculty and Administrative, 2. Salaries and Compensation, c.
- Section III. Academic Affairs, D. Grants and Contracts

Vice President for Finance and Administration

- Section II. Employees, A., 9., h.
- Section V. Administrative Affairs, E. Business Expenses
- Section VI. Physical Facilities, A. Use of University Facilities
- Section VI. Physical Facilities, B. Construction
- Section VI. Physical Facilities, D. Alcoholic Beverage Policy
- Section VI. Physical Facilities, F. Motor Vehicle and Bicycle Regulatory Policies
- Section VI. Physical Facilities, G. Use of University Movable Equipment and Other Property

Vice President for Student Affairs and Dean of Students

- Section IV. Students, D. Student Conduct
- Section IV. Students, E. Student Activities
- Section IV. Students, F. Student Publications and Broadcasting Policies

Vice President for Enrollment Management

- Section IV. Students, A., Admission Policies
- Section IV. Students, B., 2., Financial Aid Policies
- Section IV. Students, G. Military Service

Vice President for Institutional Advancement

- Section VI. Physical Facilities, C. Naming of Board Property, 4.

1. The President of the University, as designated by the Board of Trustees, is the individual authorized to approve, enact, and retire any University Policy.

2. University Policies are developed and maintained for the purposes of governing matters related to the entire University, or a significant portion thereof, and are coordinated through the Policy Coordinators Group (PCG).

3. No University Policy will contradict federal, state, or local laws, or Board of Trustees Regulations.

4. Each Vice President area is responsible for the creation, oversight, maintenance, and revision of University Policies within their purview.

5. University Policies are not considered enacted until they are fully executed by the President.

6. University Policies in their final draft state prior to the President's approval must be released to the University Community for a review and comment period of 30 calendar days.

7. All University Policies enacted by the President must reside in the online Policy Library. No University Policies may reside in department or unit websites.

8. Each approved University Policy must be reviewed at least once every five years to ensure accuracy and comprehensibility. Policies reviewed but not requiring any revision must indicate a last reviewed date and future review date on the policy document to ensure compliance with this provision.

9. Improper use of the official University Policy template is strictly prohibited.

10. All University Policies will follow a standard format.
    a. Header information - in accepted template (mandatory element):
        i. University Policy name and number
        ii. Policy Volume (where it is categorized)
        iii. Responsible Officer
        iv. Responsible Office
        v. Effective date
        vi. Last Revision date
        vii. Date for next review
    b. Policy Statement (mandatory element): statement of the philosophy, position, rule, or direction of the policy.
    c. Purpose of the Policy (mandatory element): reason the policy exists.
    d. Audience (mandatory element): who is affected by the policy.
    e. Definitions (optional element): terms used throughout the policy specific to its particular operations.
    f. Regulations (mandatory element): the regulations, statutes, laws, or directives governing the policy.
    g. Procedures (mandatory element): how the policy directives are to be carried out.
    h. Guidelines (optional element): recommendations for course of action.
    i. Author Reference (mandatory element): other material sources used in the development, revision, or retirement of the policy.
    j. Appendix (optional element): templates, instructions or diagrams that provide assistance in carrying out the policy's requirements.
    k. History (mandatory element): noted events throughout the life of the policy.
    l. Related Policies, Documents, and Links (optional element): other University Policies or materials pertinent to the policy.
    m. Contact Information (mandatory element): contact information for the Responsible Officer.
    n. Disclaimer (mandatory element): boilerplate language within the policy template that may not be removed or edited.

Statement of Enforcement/Disciplinary Action (optional): potential remedies the University may take or impose when the policy is not followed.

PROCEDURES

1. DEVELOPING NEW POLICY

1.1 Policies are employed by Responsible Officers to support the missions of their areas to the University. Any individual or unit may identify the need for a new policy, but a Responsible Officer is the designated sponsor of its development, and is accountable for the content of its principles and procedures. The Responsible Officer will appoint a Responsible Office or policy author to work with the area Policy Coordinator in developing a policy.

1.2 Area Policy Coordinators assist in the drafting of the full policy document and solicit feedback from the PCG throughout the development process. The actual writing of the full policy is accomplished by the Responsible Officer's designee. Use of the University's established standard policy format and review process aids in achieving consistency, appropriateness, comprehension of, ease of access to, and compliance with University Policies (*see* Appendix A).

1.3 With the Responsible Officer's approval, the respective Policy Coordinator distributes draft policies to the PCG for review. The PCG then works as an intermediary between the policy author and Internal Reviewers for three rounds of Internal Review. The respective Policy Coordinator will work with the policy author to resolve questions and incorporate relevant edits as a result of feedback from the Internal Reviewers. Final policy drafts will advance to the EPG with a recommendation they move to the Public Comment Period. A targeted announcement is sent to the entire University community once the final policy draft has been posted to the Online Policy Library for a 30-day Public Comment Period to solicit additional feedback.

1.4 Policy authors will directly address feedback resulting from the Public Comment Period and determine, in consultation with the Responsible Officer, whether the feedback warrants additional policy revision, should be incorporated into the final document, or that the feedback received does not change the policy's intent. Final policy documents will advance to the President for their appropriate disposition, including additional policy revision or final approval. Extensive revisions to the final policy draft must be approved by the EPG and may result in the final draft reverting back to the author for further consideration (*see* Appendix B).

2. REVIEWING AND REVISING EXISTING POLICY

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

2.2 With the Responsible Officer's approval, the respective Policy Coordinator distributes draft policies to the PCG for review. The PCG then works as an intermediary between the policy author and Internal Reviewers for three rounds of Internal Review. The respective Policy Coordinator will work with the policy author to resolve questions and incorporate relevant edits as a result of feedback from the Internal Reviewers. Final policy drafts will advance to the EPG with a recommendation they move to the Public Comment Period. A targeted announcement is sent to the entire University community once the final policy draft has been posted to the Online Policy Library for a 30-day Public Comment Period to solicit additional feedback.

2.3 Policy authors will directly address feedback resulting from the Public Comment Period and determine, in consultation with the Responsible Officer, whether the feedback warrants additional policy revision, should be incorporated into the final document, or that the feedback received does not change the policy's intent. Final policy documents will advance to the President or Responsible Officer for their appropriate disposition, including additional policy revision or final approval. Extensive revisions to the final policy draft must be approved by the EPG and may result in the final draft reverting back to the author for further consideration (*see* Appendix B).

3. POLICY MAINTENANCE AND REVIEW

3.1 Each University Policy is revisited at least every five years by the Responsible Officer. The extent of revisions (if any) to existing University Policies suggested by the Responsible Office determines the approval process. Minor updates and non-substantive revisions can be approved by the area's Vice President without any further input. More substantive revisions to existing policy will utilize the process described above for reviewing and revising existing University Policies, with final approval by the President or Responsible Officer. If policies do not need to be changed upon their review, a 'last reviewed' date is added to the document as evidence of compliance with this policy.

3.2 To remain compliant with changing municipal, county, state, and federal laws, some policies will require "Interim Approval." Such policies will be noted in the Policy Library as "Interim Approval" or "Interim Policy." At the same time, the policy will proceed through the required policy development steps and ultimately be posted for the Public Comment Period. Feedback generated during this period will follow the procedure described above for policies generated through the stated process.

GUIDELINES

The EPG requests that two members of each constituency group (Faculty Senate, Civil Service Council, Administrative and Professional Council, University Advisory Council, and University Planning and Budget Council) review policies when they are posted and submit any feedback to the PCG during the Public Comment Period.

Department or local policies may be developed at the department or local level with approval from the area Vice President.

A Responsible Officer may use approved policy as a tool for effective management within their area of responsibility. In this way, University Policies serve to clarify institutional expectations, provide employees with frameworks in which to operate, support compliance with laws and regulations, mitigate institutional risk, and enhance productivity and efficiency in the University's operations.

AUTHOR REFERENCE

University of North Carolina Asheville, "Policy on Policies"
Teachers College Columbia University, "Policy on Policies"
Northeastern University, "Policy on Policies"
Cornell University Policy Library, "Formulation and Issuance of University Policies"
Michigan Tech, "Establishing and Creating University Policy and Procedures"

HISTORY

Formerly Administrative Memorandum No.1 – Establishment of Northeastern Illinois University Administrative Memorandum Series, effective dated 03/01/1995

Issued: 02/01/2011
Revised: 06/06/2012
07/10/2013
06/01/2019 – comprehensive review
06/01/2022 – fixed broken links and document formatting
04/03/2025 – completed 3 rounds of internal review
05/16/2025 – completed 30-day public comment period
10/30/2026 – fixed broken links

APPENDIX

Appendix A – University Policy Template
Appendix B – Diagram of the policy development and approval process

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

G1.6 Naming of University Facilities and Programs

University Policy Library: https://www.neiu.edu/about/university-policy

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	Email
President	(773) 442-5400	*policy@neiu.edu*

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 – University Policy Template

Northeastern ILLINOIS UNIVERSITY

University Policy

Volume <code>: <volume title>	**<Code> <Title>**	**Responsible Office:** <title>
Chapter <code>: <chapter title>	**Effective Date:** mm/dd/yyyy **Last Revised:** mm/dd/yyyy	**Responsible Officer:** <title>

POLICY STATEMENT

Mandatory element

PURPOSE OF THE POLICY

Mandatory element

WHO IS AFFECTED BY THIS POLICY

Mandatory element

DEFINITIONS

Optional element

REGULATIONS

Mandatory element

PROCEDURES

Mandatory element

GUIDELINES

Optional element

AUTHOR REFERENCE

Mandatory element

HISTORY

Mandatory element

APPENDIX

Optional element

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Formulation and Issuance of University Policies
G1.1
Effective date: 12/01/2011
Last revised: 04/03/2025

Responsible Officer: President of the University
Responsible Office: Office of the President

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

Optional element

CONTACT INFORMATION

Mandatory element

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Mandatory element

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Font: body - Arial 10.5 pt.
Font: page numbers – Arial 9 pt.
Font: section headers – Arial bold 12 pt.
Hyperlink color (HEX): #0000EE

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G1.1
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Last revised: 04/03/2025

Responsible Officer: President of the University
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Appendix A <title>

Appendix B – Policy Workflow

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Policy G1.1
Effective Date: 12/01/2011
Last Revision: 04/03/2025

Responsible Officer: President
Responsible Office: Office of the President

APPENDIX B – Policy Development Workflow

