

Volume G1: Governance	G1.1 Formulation and Issuance of University Policies	Responsible Office: Office of the President
	Effective Date: 12/01/2011 Last Revised: 06/01/2019 Date of Next Full Review: 06/01/2024	Responsible Officer: President

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) 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.

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 Northeastern 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, is presented in draft form to the University community for input, and is approved 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 senior administrators who review, discuss, advise, and/or take action on appropriate University 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 (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 a recommended course 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.

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

University Community is any individual or group of individuals who are associated with Northeastern 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 or Provost to the President to become a University Policy.

REGULATIONS

Board of Trustees Governing Policies:

- [Article II. Northeastern Illinois University, Section 2., The President](#)

Board of Trustees Regulations:

- [Section II. Employees, A., 9., h.](#)
- [Section III. Academic Affairs, D. Grants and Contracts](#)
- [Section IV. Students, B., 2., Financial Aid Policies](#)
- [Section IV. Students, D. Student Conduct](#)
- [Section IV. Students, E. Student Activities](#)
- [Section IV. Students, F. Student Publications and Broadcasting Policies](#)
- [Section IV. Students, G. Military Service](#)
- [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, C. Naming of Board Property, 4.](#)
- [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](#)

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



7. All University Policies enacted by the President will reside in the online Policy Library. No University Policies will reside in department or unit websites.
8. Improper use of the official University Policy template is strictly prohibited.
9. 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.
 - o. Statement of Enforcement/Disciplinary Action (optional): potential remedies the University may take or impose when the policy is not followed.

PROCEDURES

1. DEVELOPING POLICY

- 1.1 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 is the designated sponsor of its development, and is accountable for the content of its principles and procedures. The Responsible Officer(s) will appoint (a) responsible office(s) to consult with the Policy Coordinators Group in developing that policy.
- 1.2 Members of the PCG assist in the drafting of the full policy document as described below; however, the actual writing of the full policy is accomplished by the Responsible Office. Use of Northeastern'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 link below to Northeastern's University Policy Template and Guide).

2. REVIEWING AND APPROVING POLICY

- 2.1 The PCG regularly meets to review and discuss policies in various stages of development.
- 2.2 With the Responsible Officer's approval, the respective Policy Coordinator distributes the draft policy to the PCG for review by the Vice President 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 Executive Policy Group. Once the Executive Policy Group recommends a policy



draft for approval, 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.

- 2.3 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 EPG.

3. REVISING/REVIEWING EXISTING POLICY

- 3.1 Each University Policy should be revisited at least every five years by the Responsible Office. The extent of revisions (if any) to existing University 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 University Policies, with final approval by the President. If policies are not changed upon their review, a last review date will be added 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.” At the same time, the policy will be rigorously reviewed and ultimately 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.

GUIDELINES

The EPG 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.

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 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: 12/01/2011
- Revised: 06/06/2012
- 07/10/2013
- 06/01/2019



APPENDIX

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

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

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

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

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. If technical words are necessary these must be defined in the Definition section.*
4. *Avoid absolutes, like the word “ensure,” whereby the university might flout its own policy unwittingly by failing to deliver such a guarantee*
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.



<title>
 Policy <code>
 Effective Date: <mm/dd/yyyy>

Responsible Officer: <title>
 Responsible Office: <title>

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

Include all authoritative citations that direct 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 aided 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.



<title>
 Policy <code>
 Effective Date: <mm/dd/yyyy>

Responsible Officer: <title>
 Responsible Office: <title>

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:

Contact	Phone	E-Mail
<i>Title of Responsible Officer</i>	<i>phone number</i>	<i>E-mail address of area</i>

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.dfa.cornell.edu/dfa/treasurer/policyoffice/development/simpletemplate.cfm>



APPENDIX B



APPENDIX B – Policy Development Workflow

