

## **Policy 1000**

### **University Policy Management**

**Date of Current Revision:** May 2025

**Responsible Officer:** Assistant Vice President for HR, Training and Performance

#### **1. PURPOSE**

This policy outlines the process of policy management at the university, primarily by the University Policy Committee (UPC). The UPC is a team that is responsible for assisting the president and vice presidents with the oversight and management of those policies that have university-wide impact.

#### **2. AUTHORITY**

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The board has delegated the authority to manage the university to the president.

#### **STATE OR FEDERAL STATUTE AND/OR REGULATION**

University policies fall within a greater hierarchy of laws, statutes and regulations, as well as within the following framework; therefore, the university is subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Visitors policies and rules
4. University policies and rules
5. Divisional policies and rules
6. Departmental/Academic Unit policies and rules

#### **3. DEFINITIONS**

##### **Division**

Division is the largest organizational subgroup of the university. The six divisions include:

- Academic Affairs
- Enrollment Management
- Administration and Finance
- Research, Economic Development, and Innovation (REDI)
- Student Affairs
- University Advancement

The Office of the President, while not considered a division, includes Athletics, Audit and Management Services, Office of University Counsel, and Planning, Analytics, and Institutional Research (PAIR).

##### **Fast-Track**

A process used when it is necessary to rapidly establish or modify a policy due to circumstances requiring quick, decisive action. The fast-track process may be enacted to address legal requirements or a significant institutional risk. These could be precipitated by and are not limited to legal requirements or institutional risk due to a natural or man-made disaster, fiscal exigency,

substantial legal changes, or government mandates. The fast-track process allows the policy to be published as the policy of record that must be adhered to by the campus community; however, the policy must still be reviewed using the same method as a policy that undergoes substantial changes, allowing for input from the community that may inform modifications.

### **Listserv**

The primary means of communication with the university community regarding the policy process. All community members may request listserv communications by clicking [Subscribe to the Policy Listserv](#) on the [Manual of Policies and Procedures web page](#).

### **Minor Policy Change**

Changes to the policy statement or procedures that have low impact and minimal risk. Examples include punctuation or spelling that could be misinterpreted or mandatory legal modifications that do not change the policy but require different reporting procedures, and when titles of referenced positions get modified.

### **Policy**

A statement of management philosophy and a general statement of a rule, established to provide direction and assistance to the university community in the conduct of university affairs.

### **Policy Vetting**

The process that is used to make changes, eliminate, or create a new policy.

### **Post for Public Review**

The stage at which a policy is displayed on the [Public Review Page](#) of the [Manual of Policies and Procedure](#). The chair of the UPC, or one's divisional UPC member collects any comments received during this time.

### **Procedure**

A statement that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies.

### **Publish**

To post a final or fast-track copy of a policy to the Manual of Policies and Procedures.

- Policies with minor changes are published after UPC review.
- Substantial policy changes or new policies are published after the full vetting process, including presidential approval and signature.
- Fast-tracked policies have gone through UPC and VP review, then are published to the manual. After this point, the policy will go through the full vetting process before it is published a second time.

### **Responsible Executive**

The James Madison University vice president who is ultimately responsible for the timely creation, maintenance, accuracy, and deletion of the policy.

### **Responsible Officer**

Person responsible for accuracy, timeliness, and implementation of the policy. Facilitates policy updates and ensures that secondary offices or officers collaborate on all updates when applicable.

### **Substantial Policy Change**

One or more distinct modifications to a policy that represent a major change to the substance or intent of the policy.

### **Superficial Policy Change**

A change that is superficial that does not fundamentally modify the policy statement or procedures but enhances readability or corrects terms that align with other modifications externally to the university policy process. Examples include repairing broken hyperlinks, spelling, and formatting changes.

### **University Policy Committee**

The group designated and appointed by the president and vice presidents to act as the central body for making recommendations regarding the creation, updating, and management of university-wide policies. Members of this committee include the director of human resources, a representative of audit and management services, and one representative from each of the divisions of the university – chosen by the appropriate vice president. University Counsel is an ex-officio member of the committee. The committee is chaired by the assistant vice president for HR, training and performance.

## **4. APPLICABILITY**

University policies and procedures are applicable to all members of the university community, unless the specific policy states otherwise.

The [Manual of Policies and Procedures](#) includes only those policies and procedures that are generally applicable to more than one division of the university or that can have an impact on the broader JMU community. Matters pertaining to one division or to the internal procedures of a given division, department, or office are not considered to be within the scope of this policy or the purview of the UPC.

## **5. POLICY**

5.1 The [Manual of Policies and Procedures](#) is the official repository of university policies as described herein.

5.2 Each policy will include the following information:

- Policy number
- Policy name
- Date of current revision
- Responsible officer for that policy
- Such other information on the attached template that may be appropriate for the specific policy

## **6. PROCEDURES**

6.1 The assistant vice president for HR, training and performance maintains the master list of policies within the [Manual of Policies and Procedures](#) website.

6.2 An approved hard copy of each policy is kept on file. The policies are maintained on the university website and users may print copies directly from the website. (New policies and policies with substantial changes must be approved and signed by the president.)

6.3 The procedures to initiate, review, and approve new or revised policies, and to eliminate policies, are as follows:

- a. The need for a **new** or **revised** policy, or the **elimination** of an existing policy, is identified by a vice president, academic unit or department head, dean, or representative of the UPC. Any employee of the university community may recommend a new or revised policy, or the elimination of a policy, by contacting their University Policy Committee representative. An employee or student may also contact the appropriate stakeholder representative (specified in 6.3.d.4) with suggestions.
- b. Working in conjunction with the [division's representative serving on the UPC](#), the appropriate dean or academic unit or department head oversees:
  - Creation of a new policy
  - Revision of an existing policy, or
  - Elimination of an existing policy
- c. All policies shall be based on the standard policy template that can be found in the appendix of this policy. If a policy falls within the responsibility of more than one division, any appropriate division may assume the responsibility for drafting and reviewing the policy. The primary responsible office or officer should facilitate review of the policy every two years; however, secondary and tertiary responsible offices should collaborate on and agree to all recommended modifications.
- d. For new policies:
  1. To recommend a new policy, submitters must complete the [New Policy Proposal Form](#), located on the Manual of Policies and procedures website. The form should be submitted through the appropriate divisional representative of the UPC or to the Chair of the UPC. The UPC will review the form and the required draft policy and will prepare the document to be approved through the following steps.
  2. The chair of the UPC sends a copy of the resulting draft, along with the completed New Policy Proposal form, to each UPC member for review and approval to move forward with the full vetting process that includes VPs (see below beginning with step 3). The chair will work with the responsible officer and responsible executive to make changes to the new policies based on UPC member feedback. Once updated, the UPC will review the new policy one last time before moving to the next step.
  3. The chair of the UPC sends a copy of the resulting draft to each vice president for review and approval before posting it for public review. Based on the feedback received from the vice presidents, the chair will make changes to new policies in conference with the appropriate UPC member and the entire UPC.
  4. The chair of the UPC posts a copy of the resulting draft to the [Manual of Policies and Procedures Public Review](#) webpage for ten business days so that it may be reviewed by the campus community. The draft may be viewable only through use of a university username and password. The chair of the UPC notifies the university community of the presence of the draft policy via the University Policy Listserv. Campus community members may opt in to the listserv by clicking the link on the [Manual of Policies and Procedures](#) webpage. Listserv members will receive a notice of the posting and it will be shared with stakeholder representatives (the Employee Advisory Committee co-chairs, the speaker of the Faculty Senate, and the president of the Student Government Association, or their respective designees) who are members of the listserv.
  5. The draft policy remains posted for a minimum of ten business days, during which time the UPC accepts comments from the university community. During this posting period, Employee Advisory Committee (EAC) co-chairs, the Faculty Senate speaker and SGA president (or their respective designees) have the opportunity to notify the UPC committee chair of any request to attend the next UPC meeting to provide comments on behalf of these organizations. During breaks between semesters or

other extended periods of time when stakeholder representatives are not available to provide comments, stakeholder representatives will be asked to present any comments they may have to the UPC within the first ten business days of the following semester, but the publication of the policy will not be postponed.

6. If the EAC co-chairs, the senate speaker, and/or the SGA president (or their respective designees) make a request to attend the next UPC meeting, the committee will hear from the stakeholder representative(s) at the beginning of the next regularly scheduled meeting.
7. The comments received by the UPC from the university community and from any of the three stakeholder groups are advisory in nature and obligate neither the UPC nor the responsible officer to make changes in its recommendations concerning the policy under consideration or elimination. After considering comments, the responsible officer in collaboration with the UPC may amend the draft of the policy.
8. The chair of the UPC sends a copy of the resulting draft to each vice president for final review and approval. The chair will make changes to the policy in cooperation with the responsible officer and their divisional representative on the UPC based on the feedback of the vice presidents.
9. Once the draft is adjusted to consider relevant suggestions from the vice presidents, the chair of the UPC forwards the resulting draft to the president's office for final review and approval.
10. The chair of the UPC maintains documentation that contains pertinent supporting materials applicable to the development of each new policy and procedure.
11. Once the president has approved a final draft, the chair of the UPC ensures that the new policy is published to the web-based [Manual of Policies and Procedures](#).
12. A notice is sent to the University Policy Listserv of any new policies (any employee may gain access to the listserv by visiting the landing page of the [Manual of Policies and Procedures](#) and clicking on the "subscribe to the Policy ListServ").

e. For revised policies:

1. Revised policies shall be designated by the UPC members as receiving substantial revisions, minor revisions or superficial changes.
2. Revised policies with substantial revisions: When policy changes are considered by the committee to be substantial, meaning they include one or more distinct modifications that represent a major change to the policy itself or the associated procedures, the policy approval process steps shall be identical to those of a new policy as noted in 6.3.d above.
3. Revised policies with minor revisions: When policy changes are considered by the committee to be minor, the policy review process shall be managed by the appropriate divisional representative on the UPC who will request a review by the responsible office, or officer, and the UPC. If, after their review, the policy is still deemed as having minor revisions, the policy shall be published to the [Manual of Policies and Procedures](#) webpage and a notice sent to the campus community and the stakeholder groups via the University Policy Listserv. All modified policies shall include cover sheets that briefly describe the modifications made to the policy. These cover sheets will be included as attachments to the email sent to the University Policy Listserv members. If there is a question whether a policy has experienced minor or substantial changes, the UPC will deem the changes substantial to allow for greater scrutiny of the policy by the campus community.
4. Revised policies with superficial changes: When policy changes are considered by the committee to be superficial changes, the policy review process shall be managed by the appropriate divisional representative on the UPC who will request a review by the responsible office, or officer, and the UPC. If, after their review, the policy is still deemed as having superficial changes, the policy shall be published directly to the

Manual of Policies and Procedures webpage. No notice is sent to the campus community or the stakeholder groups via the University Policy Listserv.

f. For deleted policies:

1. Circumstances may dictate that a policy be eliminated. For example, a statute may change that will force JMU out of compliance if a related policy continues to be maintained. The need for the elimination of an existing policy can be identified by any member of the campus community.
2. The elimination of the policy and the rationale will be reviewed by the UPC.
3. The Chair of the UPC will send a recommendation with rationale to the vice presidents.
4. The resulting decision shall be shared with the vice presidents so they may further comment.
5. If the recommendation is to eliminate the policy and the vice presidents concur, the president will review the resulting recommendation and rationale, then approve or deny the elimination. If it is decided that a policy should not be eliminated, the UPC will consider revising the policy. If it must be revised, the appropriate UPC representative shall follow the steps listed above (see item 6.3.e) to process the policy.
6. The chair maintains records of all eliminated policies including rationale. The designated policy numbers and names of such policies are retired and shall not be used with future policies.
7. A notice will be sent to the community and stakeholders via the UPC listserv announcing the elimination of deleted policies and the rationale for doing so. The UPC will invite the campus community to provide feedback on the decision to eliminate the policy at this time.

g. Expedited Policy Implementation (Fast-track)

1. It may be necessary to rapidly establish or modify a policy due to circumstances including, but not limited to, a natural or man-made disaster, fiscal exigency, substantial legal changes, or government mandates.
2. The fast-track process allows the policy to be published as the policy of record that must be adhered to by the campus community, however, the policy must still be reviewed using the same method as a policy that undergoes substantial changes, allowing for input from the community. Recommendations received from the community are then considered for possible inclusion in the published policy.
3. The above-listed procedures will be modified to include only those steps necessary to implement such a policy (or policy change) on a timely basis.
4. As noted, the comment period will not be included in any fast-track policy review until after the policy is published to the [Manual of Policies and Procedures](#) webpage.
5. Modifications to the policy may continue based on community input and any adjustments shall be handled as described above.
6. It may be necessary to fast-track the elimination of a policy. For example, a legal statute may change that will force JMU out of compliance if a related policy continues to be maintained as written. In all cases, the campus community will be notified via the listserv including rationale for the action and will receive a cover sheet describing policy changes as applicable.
7. Via the UPC listserv, the UPC will invite the campus community to provide feedback for further potential modification of the policy by the responsible office or officer.

h. Information about new or changed policies are published to the [Manual of Policies and Procedures](#) webpage using the Policy Change Notification Template (A sample of this template can be found in the appendix of this policy.) To keep the university community

informed about new campus-wide policies, deleted campus-wide policies, and campus-wide policy changes, the UPC distributes updates twice each year on the Policy Change Notification page. On completion of each fall and spring semester, a list of policy additions, deletions, and revisions finalized during the previous semester is posted on the [Manual of Policies and Procedures](#) website, and the publishing of the summary information is announced via the University Policy Listserv.

The policy change notification report includes four sections:

**New Policies:** Including policy number, name, and URL.

**Minor Policy Changes:** Including policy number, name, URL, and a brief description of the changes made.

**Substantial Policy Changes:** Including policy number, name, URL, and a brief description of the changes made.

**Deleted Policies:** Including policy number, name, and rationale for deletion.

A date range representing the dates of the policy activity is included, as well as contact information for the chair of the UPC.

6.4 The UPC schedules a regular cyclical review of all university policies, ideally resulting in a review of each policy approximately every 24 months.

6.5 The UPC will inform the UPC listserv members of the following actions via the listserv and will include the following documents to help ensure transparency.

- a. When the policy is substantially changed and posted for public review to the Manual of Policies and Procedures webpage it will include a cover sheet outlining the changes to the policy attached to the listserv email notification. The public posting will come after the VP's first staffing of the policy. Within these announcements, the listserv members will be notified if the policy was fast-tracked.
- b. When the policy is updated with minor changes or substantial changes and published to the Manual of Policies and Procedures webpage it will include a cover sheet outlining the changes to the policy attached to the listserv email notification. Within these announcements, the listserv members will be notified if the policy was fast-tracked.
- c. When a policy is being considered for elimination and is publicly posted for feedback from the campus community, it will include a cover sheet that describes the rationale for elimination of the policy.
- d. When a policy is eliminated, the email correspondence that is sent to the listserv will include a cover sheet attachment that describes the rationale for the elimination of the policy.

## 7. RESPONSIBILITIES

Only the president has the authority to issue university policies.

Faculty and staff are responsible for adhering to all policies and for informing their respective directors and academic unit and department heads if they feel that a substantial change must be made to a university policy or if they become aware of a violation of a university policy.

Stakeholders are responsible for reading listserv announcements, obtaining comments from the groups they represent, and communicating suggestions to the UPC.

All departments, offices and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) – Records Management.

## **8. SANCTIONS**

Any sanction for violation of a policy should be listed in each policy.

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment for employees, expulsion from the university for students, removal of affiliate status for affiliates and loss of privileges and/or no trespass orders for any individual.

## **9. EXCLUSIONS**

The president has the authority to sign into effect, waive or temporarily alter any policy necessary to address an emergency or temporary situation, without utilizing the procedures outlined in this policy.

In the absence of the president and with the support of the other vice presidents, the vice president who is in a supervisory or reviewer status over the responsible officer or office listed for the policy (the responsible executive) may temporarily sign a policy into effect in an emergency, subject to ratification by the president. If the president fails to ratify the temporary policy by signing it within 90 calendar days, it will automatically become void.

## **10. INTERPRETATION**

The authority to interpret this policy rests with the president and is generally delegated to the assistant vice president for HR, training and performance.

### **Responsible Executive**

Vice President of Administration and Finance

**Previous version:** January 2021

**Approved by the president:** May 2025



## APPENDIX ITEM #1

### University Policy Template

**Policy 9999** A number provided by the UPC on initial inception of the policy.

**Policy Name** Official name of the policy.

**Date of Current Revision:** Month and year that the latest version of the policy was published to the [Manual of Policies and Procedures](#) website for substantive and minor changes only. Superficial changes will not result in a modification of the date of current revision.

**Primary Responsible Office or Officer:** Person responsible for accuracy, timeliness, and implementation of the policy. Facilitates policy updates and ensures that secondary offices or officers collaborate on all updates.

**Secondary Responsible Office or Officer:** Person responsible for collaboration with primary responsible officer to ensure accuracy, timeliness and implementation of policy. The secondary responsible officer may have subject matter expertise or responsibility for specific elements of a policy.

#### 1. PURPOSE

Subject of the policy and what it is trying to accomplish, in one sentence, if possible.

#### 2. AUTHORITY

Each policy shall use the same statement, which reads, "The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The board has delegated the authority to manage the university to the president."

#### STATE OR FEDERAL STATUTE AND /OR REGULATION

Describe the supplemental authority granted by the state or federal government that allows JMU to establish and enforce this policy. Cite any other relevant regulations that govern the operation of the university here.

#### 3. DEFINITIONS

Definitions of words that might be confusing, have different possible meanings, or are being used in a specific way.

#### 4. APPLICABILITY

Describe to whom the policy applies (board members, administrators, faculty, staff, students, affiliates, visitors, etc.).

#### 5. POLICY

Describe the policy by phrasing each statement separately in numbered paragraphs of one sentence in length, if possible.

#### 6. PROCEDURES

Describe the detailed steps associated with implementing the policy.

#### 7. RESPONSIBILITIES

Describe in detail which offices/individuals have the task of determining that the policy and procedures are current and effective. This includes the office or officer with primary responsibility.

This standard statement appears in all policies: “All departments, offices and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) – Records Management.”

## 8. SANCTIONS

Describe what happens to violators, including the range of possible punishment. The following standard statement may be inserted here: “Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment or expulsion from the university.”

## 9. EXCLUSIONS

Note any closely or tangentially related circumstances or individuals not covered by the policy to ensure effective communication of the scope of the policy.

## 10. INTERPRETATION

Identify who is empowered to describe what the policy means and how to apply it.

**Responsible Executive:** The position title of the vice president responsible for the policy.

**Previous version:** The date when the previously published version was posted on the Manual of Policies and Procedures website.

**Approved by the president:** The date that the president last approved the policy.

Approved by the President:

APPROVED: \_\_\_\_\_  
The president’s name and title appear here. \_\_\_\_\_ Date

(The date that the president last approved the policy as affirmed by his signature. Note, the president only approves policies when they are new and when they are changed substantially.)

APPENDIX ITEM #2  
 Semi-annual Change Notification Report Template

<b>UNIVERSITY POLICY COMMITTEE</b> <b>SEMI-ANNUAL POLICY CHANGE NOTIFICATION</b> <b>POLICY CHANGES IMPLEMENTED FROM XX/XX/2X - XX/XX/2X</b> <b>*Superficial Changes not Reflected</b>					
<b>Status</b>	<b>Policy Number</b>	<b>Policy Name</b>	<b>Date Added or Updated</b>	<b>URL</b>	<b>Description of Changes</b>
New, Minor, Substantial, or eliminated					

*\*For further information, please contact Rick Larson, Chair, University Policy Committee @ [larsonrd@jmu.edu](mailto:larsonrd@jmu.edu) or (540) 568-4248.*

APPENDIX ITEM #3  
Policy Cover Sheet Describing Modifications to Existing Policies

UNIVERSITY POLICY COMMITTEE  
POLICY MODIFICATION DETAILS

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Policy Number and Name:

Responsible Officer:

Date submitted:

MINOR CHANGES

MAJOR CHANGES

Is this policy being FAST-TRACKED?

YES

NO

Reason policy is being fast-tracked:

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Modification:

- New Policy
  - Cosmetic Changes
  - Content Changes
  - Legal or Regulatory Change
  - Procedural Change
  - Other, As Noted Below
- 

Summary of Modifications: