

**UW-Madison Campuswide Administrative Policy**  
**Policy # 1.1**  
**Establishing Campuswide Administrative Policies**

Effective Date: July 1, 2012  
 Last Updated: July 1, 2012  
 Last Reviewed: July 1, 2012  
 Next Review: July 1, 2012

<b>Functional Owner</b>	Title, Name
<b>Executive Sponsor</b>	Title, Name
<b>Policy Contact</b>	Title, Name, e-mail address, phone number

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### Policy Summary

Campuswide administrative policies must meet established criteria regarding purpose, scope, impact, and authority, and must be developed and approved through a defined process.

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### Who This Policy Applies To

This policy applies to all employees involved in the development, implementation, and maintenance of campuswide administrative policies.

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### Rationale

Establishing consistent development, implementation, and maintenance of policies makes them more meaningful and transparent to the campus. Clear criteria and process ensure that policies are established only when necessary.

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### Policy Detail

Policies are one mechanism for protecting the university and enhancing its efficiency and effectiveness. Because of their impact on the whole institution and the limits that they create, the university has established criteria for policies.

Campuswide administrative policies must:

- Clearly mandate or prohibit behavior
- Apply across the institution
- Have significant impact in terms of the level of benefit or risk avoidance sought
- Address needs or risks related to health and safety, financial management, operational efficiency/effectiveness, reputation, or compliance with laws, regulations, codes, and contracts
- State clear outcomes or consequences for noncompliance, where applicable
- Go through a defined process that involves input from stakeholders and allows campus review and comment.

This policy does not preclude divisions or departments from developing policy (“local policy”). Local policies may provide clarification or restriction to campuswide policies, but cannot replace or supersede them. Local policies cannot be inconsistent with campuswide policy, Board of Regents policy or guidelines, laws, regulations, codes, or contracts. In addition, campuswide policies may define specific limits to the type and scope of divisional and departmental policies.

Each policy must be reviewed on a periodic basis to ensure they are complete, current, accurate, and effective, and must have an assigned date for next review. Policies past their review date remain in effect until they are updated or replaced.

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### Supporting Tools

- Guide to developing a new campuswide policy
- Guide to developing a divisional/departmental policy
- Policy Initiation Form
- Campuswide Policy Development Process Map
- Administrative Policy Development Responsibility Matrix

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### Definitions

**Policy:** a statement that mandates or constrains actions for a defined purpose. Policies must apply to faculty, staff, students, or outside parties conducting business with the university or using its resources.

**Process:** a defined sequence of actions to achieve a goal which also defines roles and responsibilities. Processes support policies.

**Procedure:** a defined set of tasks to support or complete a process.

**Supporting Tools:** Supporting tools may be referenced by policy, but are not part of the policy. Examples include, but are not limited to guides, templates, frameworks, forms, FAQs, training materials, procedures, processes, standards/specifications, or other forms of information, guidance or control which support adherence to the policy.

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### Responsibilities

**Administrative Policy Coordinator:** a role reporting to the Vice Chancellor for Administration responsible for the development, management, and monitoring of the policy development process and for maintaining the university’s administrative policy archives. The Administrative Policy Coordinator supports the development of current, effective policies through stakeholder and expert engagement.

**Executive Sponsor:** the chancellor, vice chancellor, provost, or vice provost responsible for sponsoring and approving the policy and accountable for compliance with it.

**Functional Owner:** the individual responsible for maintaining the content of a policy, developing supporting tools and processes for it, and monitoring compliance. The Functional Owner is an active participant in the policy development process and works with the Administrative Policy Coordinator to identify stakeholders, plan stakeholder engagement, develop the language of the policy, and plan its implementation.

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### Link to Current Policy

URL of policy so that someone using print copy can refer to online copy.

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### Link to Related Policies

TBD

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### Link to Policy History

TBD