

Guidelines for Implementing the Policy on Academic Affairs Policies:

PURPOSE

To establish methods for implementing the [Policy on Academic Affairs Policies and Protocols](#)

GUIDELINES

1. It is the responsibility of the Policy Owner to both propose appropriate new policies and protocols and to review, update, or decommission existing policies and protocols in their respective areas.
2. Each Policy Owner may utilize its own procedures for developing, revising, and decommissioning unit-specific policies, provided the Unit Head approves such actions. It is the responsibility of the Policy Owner to communicate such policies and policy changes to the Provost Office.
3. Early in the development stage, the individuals or groups developing the policy must notify the Provost Office. The Provost Office is responsible for:
 - stewardship of the Academic Affairs policy development process taking into consideration language, conflicting policies, and appropriate vetting and approval;
 - engaging General Counsel, University Compliance, and other units, as appropriate;
 - helping ensure consistency in clarity, form, and format.
4. Any UConn personnel may identify the need for a new unit-specific policy or a revision to an existing policy. The employee shall discuss the proposal with their supervisor, who, in turn, may discuss it with appropriate administrators within the department, school/college, campus, and/or division.
5. The appropriate Policy Owner or Unit Head will determine whether a policy is departmental, school/college level, campus-level, or divisional or is of such broad application as to constitute a University policy and refer it to the appropriate entity for consideration.

All unit-specific policies are expected to be:

- a) *Approved by* the Unit Head that has the authority to do so.
- b) *Promulgated by* the Policy Owner to ensure relevant stakeholders are aware of policies, particularly new policies to which they must adhere and be held accountable.
- c) *Maintained* according to the process established by the unit so that there is a historical record of their existence and evolution.

- d) *Posted in writing on* posted a venue accessible to all members of the unit and upper-level administration.
6. All policies must be in writing, utilizing the University's [Policy Template](#), and posted on the official venue for posting approved policies.

Printed versions of a policy may be included within other printed publications, such as the employee handbook. However, they must include a disclaimer that the official venue for posting approved University or unit-specific policies should be consulted for the latest and official version of any policy. Approved policies are in effect until such time that they are officially revised or decommissioned and archived.