Policy Purpose Statement

The Policy on University Policies defines the uniform process by which a Kennesaw State University (KSU) policy is created, reviewed, approved, distributed, and maintained.

Background

KSU established a policy process and the KSU Policy Portal (https://policy.kennesaw.edu/) to provide consistency in development, review, approval, distribution, and maintenance of University-level policies.

Scope (Who is Affected)

The Policy on University Policies applies to each University-level KSU policy and the individuals and groups, as described below, who develop, review, approve, distribute, and maintain such a policy.

Exclusions or Exceptions

Generally, a University-level policy is intended to govern the actions of individuals from more than one office or department. Therefore, governance of the actions within one department or office may be beyond the scope of the Policy on University Policies.

Definitions and Acronyms

Policy: A formal statement developed and enforced by a governing authority that directs or limits action of the organization or its members.

Policy category: Policy area that aligns with KSU’s organizational structure and the responsible office for a policy.

Policy owner: University administrator responsible for the accuracy, communication, and implementation of a policy and associated procedures and training.

Policy Portal: Official, public website for distribution of approved University policies and associated information.

Procedures: List of defined, sequential activities completed to comply with established policy.
6. Policy

Kennesaw State University complies with the policies of the Board of Regents (BoR) of the University System of Georgia (USG).

Each policy should adhere to the KSU policy template, available on the Policy Portal. By request of the policy owner or designee, the Director of Policy assists with policy drafting, revising, formatting, and shepherding through the policy process.

There are two processes by which a KSU policy may be created or substantively revised.

First, the KSU President may create or revise a policy or delegate the creation or revision of a policy based on authority granted by the Board of Regents (BoR Policy Manual, Section 2.6).

Second, creation or revision of a policy may be proposed by the potential policy owner, another University employee, or a University body. KSU administrators are responsible for identifying the need for new or revised policy or procedures appropriate to the functions of the unit(s).

For both policy creation/revision processes, policy implementation requires the approval of the KSU President.

Generally, a new or substantially revised policy is made available for review before implementation by posting a draft on the KSU Policy Portal and by distribution to the Policy Process Council and leaders of the campus body or bodies that represent the affected members of the KSU community (e.g., Student Government Association for a policy affecting students, Staff Senate and Faculty Senate for a policy affecting employees, and Faculty Senate for a policy affecting faculty). However, implementation may occur before or without such review, including, but not limited to, when in response to a time-sensitive external mandate.

The designated policy owner is responsible for assuring adherence to, communicating about, and training for established policies and procedures.

Each President-approved, University-level policy is made available through the KSU Policy Portal. To avoid confusion and issues arising when different versions of a policy are available in KSU’s web presence, a link to the Policy Portal, or a particular policy therein, should be provided, when referencing a policy on a KSU website, instead of restating the policy or posting a document (e.g., PDF) containing the policy. While one may download and/or print a policy for ready access, members of the KSU community are encouraged to access a policy directly from the Policy Portal to ensure that the current, approved version is used.

7. Associated Policies/Regulations
a. Policies of the Board of Regents and the University System of Georgia
   (https://www.usg.edu/policies/)
b. Policies contained in Kennesaw State University handbooks and catalogs
   (https://handbooks.kennesaw.edu/)

8. Procedures associated with this policy

There are no procedures associated with this policy.

9. Forms associated with this policy

Kennesaw State University Policy Template (https://policy.kennesaw.edu/resources/policy-template.php)

10. Violations

A University community member, who suspects a violation of the Policy on University Policies, should notify the Director of Policy. Violations of the Policy on University Policies will be addressed by the KSU President or designee.

11. Review Schedule

The Director of Policy, in consultation with the Policy Process Council, will review the Policy on University Policies annually.