



University Policies and Procedures
University Procedure 100

1 **Section 1. Purpose**

2 It is the purpose of this procedure to clarify the course of action by which the
3 university will draft or update university policies and procedures for
4 conducting the business and functions of the university as authorized by and
5 in compliance with the Minnesota State Board of Trustees policies and
6 system procedures, federal and state statutes, federal and state agency rules,
7 and collective bargaining agreements.

8 **Section 2. Definitions**

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- 10 • Alternative Format: The structure and composition of documents
11 (standard print and/or digital) and internet applications to be usable
12 by people with disabilities. Accessible formats may include, but not
13 be limited to, large print, recorded audio, and Braille as well as
formats for use with assistive technologies.
 - 14 • Operating Guidelines: Written documents that support or clarify
15 daily operations of the university, particularly regarding information
16 that is subject to frequent changes. Operating guidelines are
17 primarily used by employees responsible for implementing
18 procedures or legal requirements, and shall be shared with
19 stakeholders who receive services and support. Guidelines can
20 provide detail and consistency regarding implementation of both
21 university procedures and requirements under law not otherwise
22 contained in university procedures. These may include expertise,
23 advice, and information (i.e., regulatory information) regarding
24 current or past practice.
 - 25 • Review: A University policy or procedure may be updated, amended,
26 or revoked as circumstances indicate. The Office of the President
27 shall maintain a schedule by which university policies and
28 procedures will be reviewed and continued, updated, amended, or
29 revoked (e.g., every three years).

30 **Section 3. Review Procedure**

31 Normally, the development, revision, or revocation of university policies and
32 procedures will originate with the President and the President's Executive
33 Cabinet.

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- The responsible Executive Cabinet member may draft and initiate

35 review of the policies and procedures, or revocation of an existing
36 policy and procedure, needed to conduct the business and functions
37 of the University within their scope of responsibility, including
38 consulting with the Minnesota State system office as needed to
39 ensure compliance with Minnesota State Board of Trustees policies,
40 system procedures, state and federal laws, rules, or regulations, and
41 collective bargaining agreements. Additionally, each Executive
42 Cabinet member will periodically review, or review as necessitated by
43 changing circumstances, each policy and procedure related to their
44 scope of responsibility.

45 • The responsible Executive Cabinet member shall consult with
46 divisional colleagues, executive colleagues, and end-users as needed,
47 prior to presenting the new or revised policy or procedure, or
48 proposing to revoke an existing policy or procedure, to the Policy and
49 Procedure Review Council for review.

50 • The responsible Executive Cabinet member shall engage the
51 appropriate University Council(s) or committee(s) to contribute to
52 drafting, revising, or recommending revocation of a University policy
53 or procedure. The Council may forward the draft to the Policy and
54 Procedure Review Council, and to the Executive Cabinet member, to
55 request review.

56 • A new policy or procedure draft may be submitted to the Policy and
57 Procedure Review Council by any university council or committee,
58 and the review or revocation of an existing policy or procedure may
59 be requested by any university council or committee. In this case, the
60 Policy and Procedure Review Council shall consult with the
61 Executive Cabinet member who is responsible for the
62 policy/procedure and/or the President.

63 • The Policy and Procedure Review Council will review, discuss, and
64 revise the submitted policies and procedures, or proposed
65 revocation, and then submit them to the President's Executive
66 Cabinet for review and discussion.

67 • Differential Impacts: Consistent with the university's vision of
68 becoming an anti-racist and inclusive learning community, the
69 university will maintain a formal liaison between the Policy and
70 Procedure Review Council and the Equity and Inclusion and Anti-
71 Racism Council to ensure review for potential differential impacts
72 based on racial, cultural, or social group identity, affinity, or ability.
73 The Equity and Inclusion and Anti-Racism Council shall provide its

- 74 responses within sixty (60) days or shall notify the Policy and
75 Procedure Review Council if additional time is needed for review.
- 76 • Policies or procedures that are found to have disparate impacts on
77 any group shall be referred to the Policy and Procedure Council to be
78 revised to eliminate such disparities, and shall subsequently be
79 reviewed to assure that disparate impacts due to the policy or
80 procedure have not persisted.
- 81 • Any individual or campus group may ask the Equity and Inclusion
82 and Anti-Racism Council or the Policy and Procedure Review Council
83 to request review of an existing policy or procedure to assess any
84 disparate impact on any group.
- 85 • If there is reason to believe that any group may be affected adversely
86 as the result of a proposed policy or procedure, or the revocation of a
87 policy or procedure, a statement describing those impacts must be
88 appended, with an explanation of why there is no practicable
89 alternative policy or procedure that does not have, or has a lesser,
90 disparate impact.
- 91 • The President, with assistance from Executive Cabinet members, will
92 formally present and confer about proposed policies and proposed
93 revisions or revocations to university policies with the bargaining
94 units (through Meet and Confer or other governance venues) and
95 will invite comments on proposed policies and procedures from the
96 university community.
- 97 • The President and the Executive Cabinet members will review
98 feedback and make needed changes to policies and procedures
99 prior to final Presidential approval.
- 100 • Following the President's formal approval, the Office of the President
101 will assign a number to the approved policy or procedure (as
102 outlined below), and will announce, post, and make the new or
103 revised policy or procedure, and all revocations, available and
104 accessible to the university community.
- 105 • The responsible Executive Cabinet Member will develop
106 communications, guidelines, or training materials as needed to
107 implement new or revised university policies and procedures.
- 108 • The President, in consultation with relevant stakeholders, may
109 revoke a policy or procedure which has become unnecessary, or may
110 call for its review and revision.

- 111 • The President’s Office will maintain the official electronic file of all
112 signed original policies and procedures, updates, and revocations.

113 **Section 4. Style and Format**

- 114 • University policies and procedures will be written in accordance with
115 the format reflected in the templates maintained by the President’s
116 Office.
- 117 • Policies and procedures will include the title of the policy or
118 procedure and the policy or procedure number, as assigned by the
119 President’s Office.
- 120 • All university policies will include the sections listed below; additional
121 sections may be included as appropriate to the particular policy:
- 122 Purpose—brief statement of why the policy is needed and what it
123 will accomplish
- 124 Definitions—brief explanations of the meaning of key terms for
125 purposes of the specific policy
- 126 Policy—the policy statement
- 127 Authority—statement of the authority by which the policy is
128 promulgated.
- 129 Effective Date—when the policy will take effect.
- 130 Responsibility—the position of the person(s) responsible for
131 implementing and revising the policy.
- 132 Review—a timeframe for future reviews of the policy
- 133 Signature—President’s signature and date
- 134 • All University procedures will include the sections listed below;
135 additional sections may be included as appropriate to the particular
136 procedure:
- 137 Purpose—brief statement of why the procedure is needed and
138 what it will accomplish
- 139 Definitions—brief explanations of the meaning of key terms for
140 purposes of the specific procedure
- 141 Procedure—the action steps by which the related procedure will
142 be operationalized; may be presented as a single section or a
143 number of sections
- 144 Authority—statement of the authority by which the procedure is

- 145 promulgated
- 146 Effective Date—when the procedure will take effect.
- 147 Responsibility—the position of the person(s) responsible for
148 implementing and revising the procedure.
- 149 Review—a timeframe for future reviews of the procedure.
- 150 Signature—President’s signature and date
- 151 • Effective with approval of this policy, University policies and
152 procedures will contain annotations as to dates of approval and/or
153 revision, a brief statement of revisions in the footnotes section, and
154 any statements explaining potential differential impacts.
 - 155 • Numbering: University policies and procedures will be numbered as
156 follows:
 - 157 **Policies:**
 - 158 1000-1999—All-University
 - 159 2000-2999—Academic Affairs
 - 160 3000-3999—Student Affairs
 - 161 4000-4999—Finance and Operations
 - 162 5000-5999—Human Resources
 - 163 6000-6999—University Advancement
 - 164 7000-7999—Information Technology & Institutional Research
 - 165 9000-9999—Miscellaneous
 - 166 **Procedures:**
 - 167 100-199—All-University
 - 168 200-299—Academic Affairs
 - 169 300-399—Student Affairs
 - 170 400-499—Finance and Operations
 - 171 500-599—Human Resources
 - 172 600-699—University Advancement
 - 173 700-799—Information Technology & Institutional Research
 - 174 900-999—Miscellaneous
- 175 • Alternative Format: University policies and procedures shall be
176 published accessibly. In addition, each new or revised policy or
177 procedure shall contain a statement that it is available in alternate
178 format, and shall include information about how to request an
179 alternate format.
 - 180 • Review: A University policy or procedure may be updated, amended,

181 or revoked as circumstances indicate. The Office of the President
182 shall maintain a schedule by which University policies and
183 procedures will be reviewed and continued, updated, amended, or
184 revoked (e.g., every three years).

185 **Section 5. Operating Guidelines**

186 Operating Guidelines: Divisions, offices, and departments are encouraged to
187 develop operating guidelines that support or clarify the daily operations of
188 the university, particularly regarding information that is subject to frequent
189 changes or that better enable us to be in legal compliance.

190 Operating guidelines are not considered policy or procedure, and therefore
191 are not subject to the implementation requirements addressed in this
192 procedure or its accompanying policy. Guidelines may be the subject of
193 meet and confer when bargaining unit members bring forward concerns
194 that specific guidelines may constitute policymaking.

195 Expectations for divisions, offices or departments in the maintenance of
196 guidelines include the following.

- 197 • A guideline shall clearly state the party responsible for its review
198 and maintenance as well as any associated university policies,
199 procedures, or other relevant rules and regulations.
- 200 • Guidelines shall be examined for potential review when related
201 university policies, procedures, or other relevant rules and
202 regulations are updated.
- 203 • Operating guidelines shall be kept current and easily available in
204 accessible and/or alternative formats.
- 205 • Affected individuals or constituencies shall be engaged prior to
206 the creation, alteration, or cessation of a guideline
- 207 • Such changes in guidelines shall be communicated to affected
208 individuals or constituencies prior to their effective
209 implementation date. In this communication, individuals will be
210 notified as to the location of the guideline.
- 211 • When guidelines relate to a policy or procedure, their location
212 should be mentioned within that policy or procedure.
- 213 • Guidelines that are found to have disparate impacts on any group
214 shall be referred to the Equity, Inclusion, and Antiracism Council
215 and be revised to eliminate such disparities, and shall
216 subsequently be reviewed by the guideline owner to assure that

217 disparate impacts due to the policy or procedure have not
218 persisted.

219 **Section 6. Authority**

220 This procedure is issued pursuant to the authority granted by the Minnesota
221 State Board to the President under Policy 1A.2 Part 3 Subpart A and
222 Procedure 1A.2.2, and as prescribed by Metropolitan State University Policy
223 #1000, "University Policies and Procedures."

224 **Section 7. Effective Date**

225 This procedure shall become effective upon signature by the President, and
226 remain in effect until modified or expressly revoked.

227 **Section 8. Responsibility**

228 The responsibility for implementation of this procedure is assigned to the
229 President and the President's Executive Cabinet.

230 **Section 9. Review**

231 This policy will be reviewed every five years or as needed.

Section 10. Signature

Issued on: 09/20/2024

Virginia "Ginny" Arthur, JD President
Revised: 06/28/18, 03/17/23, 09/20/2024