Helpful Guide to Developing and Modifying Policies and Procedures

A Policy (P) explains the reason for the regulation, a Procedure (R) explains implementation of corresponding policy.

CWU policies and procedures guide the application of state law and policies adopted by university divisions and the Board of Trustees.

Before you begin this process, talk to your unit leader and make sure you have support for the policy change you have in mind.

Policies and Procedures (P/R) process:

1 Contact the President’s Office for the official document.
   a To modify an existing Policy or Procedure, request an official copy of the Policy(s) and/or Procedure(s) you would like to revise. Do not copy from webpage.
   b To create a new Policy or Procedure, request a number for the new Policy(s) and/or Procedure(s).
   c Along with the document, you will be sent a cover page template, where you will denote whether you are developing a new P/R, or modifying an existing P/R. Provide a brief summary of why the P/R is being revised and cite the changes therein.
   d When formatting the document, include the section and sub-section of the P/R in the bottom left of the footer (example: CWUP 2-0 General University Policies and Organization then CWUP 2-30 Employee Policies), and also add page numbers to the bottom right in the following format: Page 1 of 4, Page 2 of 4, etc.
   e Use Calibri 10 pt. font.

2 Make revisions to the provided Word Document with the “Track Changes” feature turned on. THIS STEP IS CRUCIAL.
   a It is important to use and save the tracked changes every time anyone makes any revisions. The later review process requires knowledge of all participants who made what changes at what time.

3 Submit your revisions through your divisional lines:
   a Academic & Student Life goes from the department, to college, then to VP of Academic & Student Life/Provost (P/Rs may also be brought before Provost’s Council prior to presentation to the president);
   b Business and Financial Affairs goes from department to Associate VP of BFA, then to the VP of BFA /Chief Financial Officer;
   c Operations Division goes from department to Associate VP of Operations, to the VP of Operations;
   d President’s Division goes from department to the Chief of Staff.

4 The VP or Chief of Staff will review the proposed changes or new policy with the President prior to full review by the President’s Cabinet.
5 If recommended by the Cabinet, the revisions or new policy/procedure will be submitted to UPAC – which meets quarterly, approximately one month into the quarter.

6 If recommended by UPAC, the President can approve the new/revised Policy or Procedure, which then becomes an official document (except in those cases which must go to the Board of Trustees; see CWUP 1-10-050, Powers and Duties).