University Policy Advisory Committee  
2014-2015

The purpose of the UPAC is to: (1) review and recommend to the president changes to university policy and procedure; (2) serve as a communication vehicle for the campus; (3) review departmental policies and procedures impacting or affecting other departments; and (4) recommend for acceptance as a departmental policy/procedure to the appropriate vice president or chief of staff. The membership of the committee is set by university policy, CWUP 2-60(9). All members are ex officio.

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<tr>
<th>COMMITTEE MEMBERSHIP</th>
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<tr>
<td>President</td>
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<td><strong>VOTING MEMBERS</strong></td>
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<tr>
<td>Academic Department Chairs Association</td>
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<td>Chair, Employee Council</td>
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<td>Chair, Exempt Employees Association</td>
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<td>Chair, Faculty Senate</td>
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<td>Chief of Staff</td>
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<tr>
<td>Dean of Student Success</td>
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<td>President, ASCWU BOD</td>
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<td>VP of Academic and Student Life</td>
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<td>VP of Business and Financial Affairs</td>
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<td>VP of Operations</td>
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<th>NON-VOTING MEMBERS</th>
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<td>Assistant VP, Information Services and Security</td>
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<td>Associate Provost</td>
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<td>Associate VP of Enrollment Management</td>
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<td>Associate VP of Finance and Business Auxiliaries</td>
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<td>Dean, Graduate Studies and Research</td>
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<td>Dean, Library Services</td>
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<tr>
<td>Dean, College of Arts and Humanities</td>
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<td>Dean, College of Business</td>
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<td>Dean, College of Education and Professional Studies</td>
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<td>Dean, College of the Sciences</td>
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<td>Director of Athletics,</td>
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<td>Director of Capital Planning and Projects</td>
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<td>Director of Inclusivity and Diversity</td>
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<td>Director of Facilities Maintenance and Operations</td>
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<td>Director of Police Services and Parking</td>
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<td>Director at-Large, Human Resources</td>
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<td>Director, Faculty &amp; Staff Relations</td>
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<td>Director of Strategic Planning</td>
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<td>Executive Assistant to the President</td>
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<td>Executive Director, International Studies and Programs</td>
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<td>Executive Director of Organizational Effectiveness</td>
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<td>VP of University Advancement</td>
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How to propose a change to a university policy or procedure

CWU policies and procedures guide the application of state law and policies adopted by divisions and the Board of Trustees. Here are the basic steps to follow to change a policy or procedure, or to propose new ones.

Revising Existing Policies and Procedures

- **Start with your supervisor.** Talk to your unit leader and make sure you have support for the policy change you have in mind. Contact the President’s Office for a Word document version of the official document. *Please be sure you receive the official document – do not copy and paste from webpage.*
- **Turn on Track Changes** and edit away! The Track Changes version of your proposal must follow it throughout the review and approval process.
- **Create a cover page.** Along with the document, you will be sent a cover page template, where you will denote whether you are developing a new policy/procedure, or modifying an existing one. Summarize the effect of the revision / new policy and cite key changes.

The Approval Process:

The Board of Trustees has delegated to the president the authority to approve changes to policies and procedures. The following review process ensures that the president considers only proposals that have been thoroughly vetted by the campus community.

**STEP 1:** All policies proceed through division in which they originate: from department approval to dean or associate vice president, to vice president.

**STEP 2:** Policies that affect academic and student life must go through Provost’s Council. If there is fiscal impact, they’ll then go through the Business and Finance Committee.

**STEP 3:** Vice presidents review proposed policy changes with the president.

**STEP 4:** Proposed policies go to the Chief of Staff to schedule reviews by the president’s cabinet, which meets bi-monthly, and then University Policy Advisory Committee, which meets quarterly.

**STEP 5:** Final recommendations go to the president.