OLD DOMINION UNIVERSITY
University Policy

Policy #1001
DEVELOPMENT, APPROVAL AND MAINTENANCE OF UNIVERSITY POLICIES

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: November 30, 2018

A. PURPOSE

The purpose of this policy is to define the process for developing, reviewing, approving, and maintaining all University policies.

B. AUTHORITY

Virginia Code Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws

into five categories, namely:

- policy that governs the Board of Visitors or interaction with the Board;
- policy that is designated by the General Assembly, Executive Branch or some other governmental entity as an item that must have the approval of the Board of Visitors;
- policy that ensures basic rights and obligations to constituencies within the University that include, but are not limited to, faculty, employees and students;
- policy governing the award of degrees, emeritus/emerita designation, recognition of related corporations, and naming; or
- policy generated directly by the Board of Visitors or a member thereof.

Editing Subcommittee – A subcommittee of the Policy Review Committee, selected by the Chair, which is tasked with editing policies during the pre- and post- review process.

Executive Policy Review Committee (EPRC or "Vice Presidents") - A committee comprised of all University Vice Presidents charged with approving the policy impact statement, assigning a Responsible Oversight Executive, suggesting members of a Policy Formulation Committee (PFC), and recommending approval of University policies to the President.

Interim Policy - A University policy executed by the President, at his or her discretion, without following the process discussed herein. Interim policies should receive formal review through this process within one year of execution.

Policy Formulation Committees (PFC) - These committees are assigned by the designated Responsible Officer for each policy

F. PROCEDURES

1. New Policies

   a. University Policy Impact Statement

   When the need for a new policy is identified, a [University Policy Impact Statement](#) is prepared by the proponent of the new policy and is submitted to the UPM, who forwards it to the Executive Policy Review Committee (EPRC) for their review and approval.

   b. Policy Formulation Committee

   If the University Policy Impact Statement is approved, the EPRC designates the Responsible Oversight Executive, who then assigns a Responsible Officer for the proposed policy. The EPRC also suggests members of a Policy Formulation Committee (PFC), but may also designate one individual to draft the policy in lieu of a PFC.   ot.5 7(rs)-1.3 (s)% (o t)-3 (

h. Presidential Approval

   The UPM will work with the President's Office to schedule review of the policy by the

POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Donna W. Meeks   August 28, 2018
Responsible Officer   Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks   August 28, 2018
Chair, Policy Review Committee (PRC)   Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Gregory DuBois   November 20, 2018
Responsible Oversight Executive   Date

University Counsel Approval to Proceed:

/s/ James D. Wright   November 26, 2018
University Counsel   Date   Noven