



University Policy Committee

Effective Date: December 8, 2023

Contact: Allyson Medina, Director of
Quality Assurance and
Compliance

PURPOSE

This policy provides for establishment and responsibilities of a University Policy Committee to consider and approve appropriate and necessary policies by the University of the Incarnate Word (UIW) consistent with the Policy on Policies and the UIW Mission Statement.

SCOPE

The University Policy Committee shall be charged with considering and approving divisional, departmental, and institutional policies for the University of the Incarnate Word. The Policy Committee shall be responsible for submitting institutional policies for approval to the President, and the Board of Trustees consistent with the Bylaws of the University of the Incarnate Word. The Policy Committee shall authorize publication of approved policies in the UIW Policy Library.

DEFINITIONS

University Policy Committee: The University Policy Committee shall be chaired by the Director of Quality Assurance and Compliance and divisional oversight shall be by the Vice President for Legal Affairs and General Counsel, both of whom shall serve as ex-officio members. The University Policy Committee membership shall include at least one university representative from each division and one faculty senate representative. Committee members shall be appointed by the Director of Quality Assurance and Compliance, after consultation with the divisional Vice President. Each committee shall serve three-year terms which may be renewed at the discretion of the Director of Quality Assurance and Compliance, after consultation with the divisional Vice President.

Institutional Policy: Institutional Policy shall be defined as set out in the Policy on Policies.

Division or Department Policies: Division or Department Policies shall be defined as set out in the Policy on Policies.

Policy Library: The UIW Policy Library shall be defined as set out in the Policy on Policies.

Bylaws of the University of the Incarnate Word: The current Bylaws then and there in effect at the time of approval of a policy by the Board of Trustees.

LEGAL STATUS:

1. UIW establishes policies that govern the operations, conduct and activities of UIW and its employees, students, and others while they are on any UIW campus site, conducting UIW business off-campus, or otherwise representing or acting on behalf of UIW.
2. UIW policies are not intended to be contractual in nature and will not under any circumstances be construed as creating a contract with any person, firm, or entity, nor to provide terms or conditions of employment which are binding on UIW, unless otherwise stated.
3. The University Policy Committee shall be charged with considering and approving divisional, departmental, and institutional policies for the University of the Incarnate Word.
4. UIW Vice Presidents are responsible to ensure that policies which originate in their divisions are up to date and consistent with the operational practice and meet regulatory compliance requirements.

POLICY NARRATIVE

Meetings: The University Policy Committee will meet quarterly and may meet more frequently as determined by the Director of Quality Assurance and Compliance. The University Policy Committee shall seek consensus in decision-making, and when a vote is necessary, majority vote in favor of the action shall carry. Each member of the Policy Committee, including ex-officio members, shall be entitled to one vote.

Responsibility of the University Policy Committee

1. The University Policy Committee shall ensure that policies align with the UIW Mission Statement, regulatory requirements, and existing policies.
2. The University Policy Committee shall be charged with considering and approving divisional, departmental, and institutional policies for the University of the Incarnate Word. The Policy Committee shall be responsible for submitting institutional policies for approval to the President, and the Board of Trustees consistent with the Bylaws of the University of the Incarnate Word. The Policy Committee shall authorize publication of approved policies in the UIW Policy Library.
3. The University Policy Committee shall provide advice, recommendations, and counsel to the Director of Quality Assurance and Compliance.
4. The University Policy Committee members shall serve as representatives for their respective divisions and will be responsible for facilitating the development, revision, review, and communication of policies within their division, and presenting proposed policies from their divisions to the University Policy Committee.
5. UIW Vice-Presidents will ensure that policy development, review, and revision occur on a regular basis as required by the University Policy on Policies.

6. The University Policy Committee will ensure a broad-based review of policy drafts and policy revisions and ensure compliance with the Bylaws of the University of the Incarnate Word as it relates to policy making.
7. The University Policy Committee will foster communication regarding policy drafting and approval process and a culture of accountability and compliance with established policies by raising awareness of university policies.

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this policy is assigned to the Director of Quality Assurance and Compliance and divisional oversight shall be by the Vice President for Legal Affairs and General Counsel.
2. This policy will be published in the UIW Policy Library at <https://www.uiw.edu/policy/index.html>.
3. This policy will be reviewed annually for possible updates.

First Approved:

Revised:

Revised: