
PROCEDURE

GOVERNANCE, INFORMATION MANAGEMENT

Policy Approval Process

RESPONSIBLE OFFICES

Compliance Services Office, Office of the University Provost

Boston University policies help connect our daily activities with the University's mission by setting expectations and clarifying processes for individual members of our community.

A University Policy meets all of the following criteria:

- It has broad application throughout the University;
- It helps ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the University's mission, or reduces institutional risks; and
- It mandates actions or constraints, contains specific procedures for compliance, and articulates desired outcomes.

Policy Governance and Approval Process

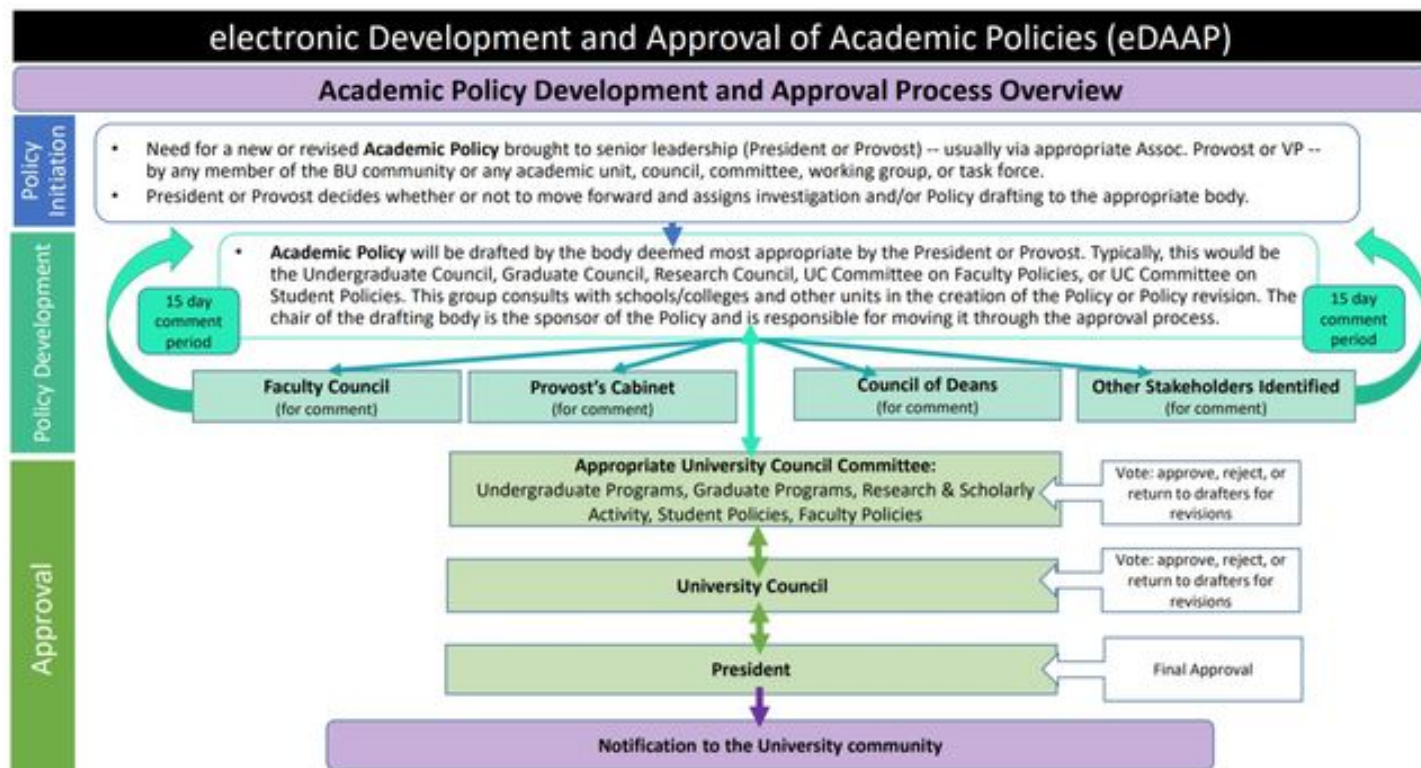
Proposals for additions and modifications to Boston University's Academic and Administrative Policies are subject to careful review at many levels. Successful policy proposals should provide a compelling rationale that meets the highest standard of clarity and institutional necessity and is in alignment with the University's and individual school and college strategic plans. Both **Academic** and **Administrative** University Policies go through the [University's development and approval process](#) to ensure that a broad range of stakeholders are consulted.

University Policy development should include consultation with the constituencies (schools/colleges or other operating units) affected by the proposed policy. The chair of the policy drafting body is the sponsor of the policy and is responsible for moving it through the approval process. Proposals successfully vetted by the appropriate consultative bodies are then brought forward to University Council (academic policies) or the Council of Deans and Administrative Council (administrative policies) for a vote before going to the University President for final approval. Proposal development should begin with a review of the [additional Policy considerations](#) when drafting a Policy, including timetable and costs, related Policies, references and history, stakeholders and Responsible Parties, a communication plan for dissemination, communication and Policy education, and policy maintenance. There is also a helpful Policy [template to assist with drafting a Policy](#),

When necessary to comply with laws or regulations, the President or Provost may approve issuance by senior leadership of University-wide policies that have not been considered by the University Council, Administrative Council, Council of Deans or Faculty Council. If the requirements of a University Policy are inconsistent with federal, state or local laws, follow the law. If you have questions about the requirements of federal, state or local laws contact the [Office of the General Counsel](#) or [Compliance Services](#).

If you have questions about University Policies or the process by which they are developed, contact the [Compliance Services Office](#) or the [Office of the Provost](#). To request that changes be made to a Policy on the website, contact the [Compliance Services Office](#). They can help you understand the process for updating Policies and Procedures.

Academic Policy Approval Process



Administrative Policy Approval Process



Policy Publication

All institution-wide Policies and Procedures, as well as some related documents, including guidelines, resources, and forms, are available through the www.bu.edu/policies website. While many of the policies, procedures, and related resources are hosted on the

bu.edu/policies website, some of the policies and procedures available through bu.edu/policies site are external links that lead to other Boston University websites. Examples include the [Dean of Students policies](#), the Provost's Office [Faculty Handbook](#) and [Academic policies](#), [Research policies and forms](#), [Environmental Health and Safety policies](#), and other university webpages.

The bu.edu/policies website does not include:

- **Localized Policies, Procedures, and business processes**

In addition to University-wide policies, schools, colleges and departments may have policies or policies specific to their particular area. These should be clearly written, approved and communicated through appropriate channels, and consistent with (though they may be more restrictive than) University Policies.

- **Policies of the Individual Schools and Colleges**

In addition to University-wide policies available through bu.edu/policies and governed by this Policy Approval Process, schools, colleges and departments may have policies or policies specific to their particular area. These should be clearly written, approved and communicated through appropriate channels, and consistent with (though they may be more restrictive than) University Policies. A list of the individual schools and colleges with links to their Policy pages is available [here](#).

END OF POLICY TEXT

Categories: Governance, Information Management Keywords: policy approval process, policy on policies, policy procedure, policy process, procedure on policies