1. PURPOSE
    This policy outlines an effective and consistent process for the development, revision, and management of AUP policies. Accessible and carefully reviewed policies communicate AUP's mission, promote efficiency, reduce risk, and encourage accountability.

2. WHO IS AFFECTED BY THIS POLICY
    This policy affects Staff, Faculty, Undergraduate Students, Graduate Students, Trustees

3. POLICY STATEMENT

    *   Developing a new policy or a revision to a current policy
        o   Proposals for new policies or for policy revisions are made using the **Policy Proposal Form**.
        o   Policy Proposal Forms may be sent to the president@aup.edu at any time. In November, the Leadership Team reviews all Policy Proposal Forms received between 1 November and 31 October of the preceding year. Any member of the Leadership Team may request that an urgent policy be reviewed during a regular Leadership Team meeting, by asking that the matter be added to the agenda.
        o   If after review, the Leadership Team requires further information or requests substantive changes or revisions to the proposed policy, the policy initiator will have the opportunity to respond within 10 business days. The Leadership Team will then review and either reject or approve the Policy Proposal Form.
        o   If the Leadership Team deems it necessary to receive approval of the Board of Trustees or a Board standing committee, the Policy Proposal Form will be brought to the Board of Trustees for approval during its February or May meeting. The Leadership Team may also elect to obtain outside counsel.
        o   The policy is effective on the date of its approval by the Leadership Team (or the Board of Trustees, if applicable).
        o   The President's Office publishes the approved policy on the AUP policies website and informs the Issuing Office. The Issuing Office is responsible for communicating the policy to the community.

    *   Policy review
        o   Policies are reviewed every three years unless otherwise specified in the policy. At the start of each academic year, the President's Office will ask Issuing Offices to review all policies that became effective during the calendar year, three years prior. For example, in September 2025, Issuing Offices will review their policies approved during the 2022 calendar year.
        o   If after the review the Issuing Office wishes to make substantive changes, it will submit a Policy Proposal Form, to be reviewed by the Leadership Team in November (see above).

    *   Retiring a policy
        o   Issuing Offices may propose that a policy be retired when it is no longer needed or is combined with another policy. The Issuing Office should use the **Policy Retirement Form**, collect the required signatures, and send to the Office of the President. The Office of the President will coordinate the timely approval of the Leadership Team, removal from the policies website, and archiving of the old policy.

    *   Policy location
        o   AUP will maintain an official policies web page, with the most current approved version of all AUP policies. The policies web page will constitute the official electronic depository for University-wide policies.
        o   To ensure an organized system of change control and consistency throughout the University, individual departmental websites should not contain separate copies or versions of University policies. Instead, departmental websites that reference AUP policies and procedures must hyperlink to the documents on the official AUP policies web page. Departments may maintain internal departmental policies and procedures on their websites if they are not identified as and do not conflict with official AUP policies.

4. RESPONSIBILITIES

Policy Initiator	Issuing Offices who wish to revise or create new policies. Responsible for drafting language using the Policy Proposal Form, consulting with stakeholders as appropriate, and obtaining Senior Manager and Leadership Team endorsement before submitting form.
Leadership Team	Officers of AUP, as defined by the President and Board of Trustees. Currently, Provost, VP for Finance & Administration, VP for Security, Operations and Student Services, VP of Enrollment Management, Director of Communications and Outreach, Chief Information Officer and VP for Development and Alumni Relations.
Issuing Office	The office or department that creates and is responsible for communicating the policy to the community, and for periodically reviewing the policy.
President's Office	Shepherds the policy review, revision, and approval process. Is the main point of contact for the AUP community regarding policies and conducts an initial review to ensure consistence in formatting and clarity. Liaises with the Leadership Team, Office of University Communications, Issuing Offices, and Board of Trustees. Publishes approved policies on the University's official policy web page and maintains an archive of retired policies.
Effective Date	The date on which a new policy or revised policy is approved by the Leadership Team or Board of Trustees and therefore becomes an official policy of AUP.

5. DEFINITIONS

Policy	A policy provides specific direction for operations, administration, or programs. Policies enhance the university's mission and operational efficiency, mandate action or constraints, uphold generally accepted and institutionally valued ethical standards, and must be consistent with relevant laws, regulations, bylaws, and rules.
Procedure	A series of steps taken to implement or accomplish the policy. Often included as part of the policy.
Policy Proposal Form	Template used to propose new policies or revisions to existing policies.
Policy Retirement Form	Template used to solicit approvals for the retirement of a policy.

6. APPROVALS & HISTORY

Approved by the Leadership Team on December 13, 2017.
Reviewed November 2020 (updated definition of the Leadership Team).
Next review November 2023.
Reviewed December 2024
Next review December 2027

7. ISSUING OFFICE AND CONTACT

The Office of the President
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