
Minnesota State University, Mankato
University Policy

Policy Name: University Policy and Procedure Development	Effective Date of Last Review: August 1, 2025
Custodian of Policy: Provost and Senior Vice President for Academic Affairs	Date of Last Review: September 2024
Date of Adoption: July 1, 2011	Date of Next Review: September 2030

Policy

Minnesota State University, Mankato establishes, revises and terminates University policies and procedures within a clearly defined process which includes the following components:

- Broad campus participation in policy and procedure development through both an informal and formal review process.
- Consultation with appropriate bargaining units, administrative units and the Minnesota State Student Association.
- Standard format for University policies and procedures.
- Scheduling of policy review periods during the regular academic year (September to mid-May).
- Provision of an expedited review process when necessary to ensure compliance with Minnesota State system policy, ensure adherence to state and federal law, or to revise language to address a significant variance between policy language and established practice.
- Development of inclusive, non-discriminatory university policies and procedures that apply to all units of the University (on-campus, off-campus educational sites, online).
- Approval and signature of the President.

Definitions

Policy custodian

The custodian is responsible for supervising the development, implementation, and enforcement of a university policy. The university's vice presidents are custodians for policies that relate to work in their divisions.

University policies

University policies are statements of institutional positions. They both reflect and support the University's mission and values. While developed primarily to guide institutional decisions or actions, they also may articulate the University's compliance with external mandates, encourage efficient use of resources, or promote consistency by those acting on behalf of the University. University policies generally impact a broad segment of the university and their applicability is not limited to a single institutional unit.

University procedures

Procedures are written statements of specific processes initiated to implement a University Policy. The custodian of a policy has the latitude to change procedures in order to improve the manner in which a policy is administered but must notify the Policy Development Committee when change are made.

Unit policies

Unit policies are statements or positions on issues that are specific to an individual unit, department, or division. Such policies are narrower in scope than university policies and affect a finite group within the campus community. A unit policy is initiated by a unit director and includes consultation with the appropriate vice president. The vice president may decide to reference the unit policy in relevant meet and confer sessions. Unit policies are not processed through the process described in this policy and do not require approval of the President. Unit policy is superseded by university and system policy.

Policy change

The adoption of a new university policy, or amendment or repeal of an existing university policy.

Procedure change

The adoption of a new procedure that supports a university policy, or amendment or repeal of an existing university procedure.

Rationale

Through a clearly defined and effectively organized policy and procedure review and approval process, the university community is able to play an active role in guiding the development of university policies. This process encourages open communication across divisions and provides for input from a variety of sources. The process is based on MnSCU Board of Trustees' Policy 1A.1; Part 3, Subpart E and Part 6, Subpart G.