

## **Policy on Policies**

This policy is intended to cover all campus-wide policies developed at any level (Trustees, System Office, on the campus, and, possibly, elsewhere).

### **Existing Policies**

All such policies shall be published on the campus website (currently at [www.umass.edu/policies](http://www.umass.edu/policies)).

The master list of these policies, used to populate the website, shall be maintained by the Chancellor's Office.

The entry on the master list (currently in spreadsheet form) shall include:

- The name of the policy
- The URL where the policy is located
- The responsible Executive (usually the Vice Chancellor who oversees the area to which the policy relates)
- The responsible office (usually the unit that would field questions about the policy)
- The responsible person (usually the director of, or certainly within, the responsible office); this person is responsible for maintaining the currency of the information about the policy
- The responsible person's email address
- The date the policy was last revised (creation date if never revised)
- The date the entry for this policy was last reviewed by the responsible person.

As part of its maintenance procedures, the Chancellor's Office will contact any responsible person who has not reviewed and validated the entry information after six months from the previous review.

### **New Policies/Major Revisions**

Any new policies emanating from the Trustees, System Office, or elsewhere off-campus shall be assigned by the Chancellor's Office to the appropriate responsible Executive who will then provide the information necessary to add the entry for that policy to the master list.

Any proposed new campus policy or major revision to an existing campus policy shall be presented by the responsible Executive to the CLC. The CLC will, in turn, make a recommendation to the Chancellor about the new/revised policy. The Chancellor will approve or disapprove any new or significantly revised campus policy before an entry on the master list is added or amended.