

UNIVERSITY POLICY

Policy Title: **POLICY ON POLICIES**

Policy Number: 1.0.0

Campus: Lisle Mesa Both

Policy Status: New policy Continuing/active policy Archive policy

Supersedes: not applicable

Policy Origination/Approval Date: 11/17/2025

Review Period: Annually

Last Revision Date: 11/17/2025

Last Review Date: 11/7/2025

Next Scheduled Review: 11/7/2026

Associated Division(s): Office of the President

Responsible Office(s): University Planning Council

Name(s) of Designated Policy Owner(s): Tim Marin and Ellen Ziliak

Approved By:

- **University Planning Council Subcommittee on Policies:**
Tim Marin, Ellen Ziliak 11/7/2025
- **President:**
Joseph Foy 11/17/2025

1. Purpose

The purpose of this Policy on Policies is to establish a consistent, transparent, and mission-centered framework for the creation, review, approval, dissemination, and maintenance of university-wide policies at Benedictine University, including both the Lisle, Illinois and Mesa, Arizona campuses.

This framework ensures that all institutional policies:

- Support compliance with applicable laws, regulations, and accreditation standards;
- Reflect the University’s Catholic and Benedictine values;
- Promote fairness, accountability, and operational efficiency; and

- Enable the University community to function effectively in pursuit of its educational mission.

All University policies must embody the values inherent to the Benedictine University mission and the Ten Hallmarks of Benedictine Education. Policy creation and implementation should reflect the University's commitment to *ora et labora* (prayer and work), fostering an environment of ethical integrity, moral responsibility, intellectual depth, and communal care that advances the Catholic intellectual tradition.

2. Scope

This policy applies to all official University policies that have broad application across offices, divisions, departments, programs, or campuses. It does not apply to departmental guidelines, internal operating procedures, or temporary directives that do not have institution-wide effect.

3. Definitions

- **Policy:** A formally approved statement that mandates or constrains actions to guide decision-making and ensure consistent institutional practice. Policies are binding on members of the University community.
- **Procedure:** A specific set of steps or methods established to implement a policy. Procedures may be updated by responsible offices without formal re-approval of the underlying policy.
- **Responsible Office:** The administrative or academic unit accountable for drafting, implementing, maintaining, and reviewing a policy.
- **Policy Owner:** The senior administrator overseeing the Responsible Office who ensures that the policy aligns with University mission and compliance obligations.
- **Subcommittee on Policies:** A standing subcommittee of the University Planning Council (UPC) charged with coordinating and approving all institutional policies prior to final adoption.

4. Policy Statement

Benedictine University maintains a centralized, transparent, and mission-driven system for the governance of institutional policies. The UPC, through its Subcommittee on Policies, oversees this process to ensure all University policies are consistent, legally compliant, mission-aligned, and readily accessible to the University community.

All institutional policies must:

- Undergo standardized drafting, consultation, and review using the approved University policy template;
- Be reviewed by the UPC Subcommittee on Policies for substance, clarity, necessity, and alignment with University mission and strategic priorities;
- Receive final authorization by the President before implementation; and

- Be published in the official University Policy Repository, with appropriate version control and review scheduling.

5. Procedures

5.1 Initiation

A new policy or policy revision may be proposed by any member of the University community. Proposals must be sponsored by a Responsible Office and Policy Owner.

5.2 Drafting and Consultation

The Responsible Office prepares a draft policy using the official University template and seeks feedback from relevant stakeholders, including affected departments and shared governance bodies as appropriate.

5.3 Review and Approval

For policies originating from University personnel, the UPC Subcommittee on Policies reviews draft policies for consistency, clarity, necessity, and alignment with University mission, values, and compliance requirements.

- **Approval:** Upon satisfactory review, the UPC Subcommittee on Policies votes to approve the policy and forwards it to the President, who may consult with Cabinet before granting final authorization.
- **Rejection or Revision:** The Subcommittee may return a policy to the Responsible Office with recommendations for revision.

For policies originating from the Board of Trustees, the UPC Subcommittee on Policies does not participate in the review process.

5.4 Publication and Communication

Once approved by the President, the policy will be:

- Posted in the official University Policy Repository maintained on the Benedictine University website;
- Communicated to the University community through official channels; and
- Dated and recorded with version control to maintain transparency and accountability.

5.5 Review and Maintenance

Each policy must identify a Responsible Office, Policy Owner, and review interval (minimally every five years or sooner as needed). The Policy Owner is responsible for ensuring ongoing relevance, accuracy, and alignment with the University's mission, legal obligations, and strategic plan. The UPC Subcommittee on Policies maintains a review schedule to ensure timely renewal or revision of all institutional policies.

5.6 Archiving and Retention

Superseded or rescinded policies will be archived in a secure, accessible format, with clear notation of their effective and archived dates. Archived policies remain available for historical, legal, and accreditation reference.

6. Related Policies and Documents

- All University policies

7. Related Forms

- University Policy Template

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Policy Title: **CLICK OR TAP HERE TO ENTER TEXT.**

Policy Number: [Assigned by UPC Subcommittee on Policies]

Campus: Lisle Mesa Both

Policy Status: New policy Continuing/active policy Archive policy

Supersedes: (if applicable)

Policy Origination/Approval Date: Click or tap to enter a date.

Review Period: Choose an item.

Last Revision Date: Click or tap to enter a date.

Last Review Date: Click or tap to enter a date.

Next Scheduled Review: Click or tap to enter a date.

Associated Division(s): Choose an item.

Responsible Office(s): Click or tap here to enter text.

Name(s) of Designated Policy Owner(s): Click or tap here to enter text.

Approved By:

- **University Planning Council Subcommittee on Policies:**
Initials Click or tap to enter a date.
- **President:**
Initials Click or tap to enter a date.

Template Use Instructions

- All new or revised policies must be formatted using this template.
- Drafts should be submitted to the University Planning Council Subcommittee on Policies for review (upc@ben.edu) .
- Policies must be written in clear, accessible language that reflects Benedictine values of stewardship, community, and respect for persons.
- Approved policies will be posted in the official University Policy Repository and made available to the campus community.

1. Purpose

Briefly state *why* the policy exists. Explain its intent, connection to the University’s mission, and the issues or risks it addresses. Use clear, concise language that highlights how the policy supports Benedictine values and operational integrity.

Example: The purpose of this policy is to ensure that all University communications reflect Benedictine University’s Catholic and Benedictine values while maintaining accuracy, professionalism, and compliance with brand standards.

2. Scope

Define *who and what* the policy applies to. Identify whether it covers all faculty, staff, students, contractors, or specific departments. Include both campuses if applicable.

Example: This policy applies to all faculty, staff, students, and affiliates at the Lisle and Mesa campuses who engage in official University communications.

3. Definitions

Provide definitions for any key terms, abbreviations, or specialized concepts used in the policy. Alphabetize for clarity.

Example:

- **Responsible Office:** The administrative unit charged with implementing and maintaining the policy.
- **University Community:** Includes all students, faculty, staff, administrators, and affiliates of Benedictine University.

4. Policy Statement

Clearly state the University’s position or rule. This is the authoritative portion of the policy—what must or must not be done.

Example: Benedictine University requires all employees to complete annual training on data privacy and information security. Failure to complete required training may result in disciplinary action, up to and including termination.

5. Procedures

Outline how the policy will be implemented or followed. List procedural steps, responsible offices, and timelines. Procedures may be embedded here or attached as a separate document.

Example:

1. The Office of Information Technology will send annual training invitations to all employees.
2. Employees must complete the training within 30 days.
3. Non-compliance will be reported to Human Resources for follow-up.

6. Related Policies and Documents

List all other University policies, handbooks, or external regulations related to this one.

Example:

- Employee Handbook
- IT Acceptable Use Policy
- FERPA (Family Educational Rights and Privacy Act)

7. Related Forms

List and describe any additional forms associated with this policy and their location.

Example: Check Requisition form, S:\University Info\Forms\Business and Finance