



Academic & Student Affairs Operating Procedures



Title: Operating Procedure Development, Approval, and Communications

Prepared By: Vice Chancellor for Academic Affairs

Approved By: G. Thomas Bellamy, Vice Chancellor for Academic Affairs

Date Approved:

3/2/05

A handwritten signature in blue ink, reading "G. Thomas Bellamy", written over a horizontal line.

Purpose

This memorandum establishes a consistent process for developing operating procedures for the Academic Affairs and Student Affairs offices at UW Bothell.

Authority

The University of Washington Handbook specifies authorities that have been delegated to the President by the Board of Regents (12-2) and those that have been delegated, in turn, to the Chancellor the UW Bothell campus (12-24), subject to the authorities reserved for the faculty (13-01 through 13-31). The UW Bothell Chancellor has structured the position of the Vice Chancellor for Academic Affairs to have responsibility for academic affairs and student affairs matters.

Rationale

Within the framework of established University policies, the Offices of Academic Affairs, Student Affairs, and Academic Services need to define and communicate operating procedures that support effective and efficient management. Clear procedures facilitate training for new staff and help streamline work processes. A consistent process for developing, reviewing, approving, and communicating about these operating procedures will help to:

- Make procedures easier to disseminate and use through a common format
- Ensure broad participation in review of proposed operating procedures
- Make the procedure development process more efficient by establishing timelines for review steps
- Locate responsibility for maintaining a complete set of written operating procedures and ensuring that all are accessible to UW Bothell faculty, staff, and students.

Requirements

1. Academic Affairs and Student Affairs Operating Procedures are those procedures that pertain principally to the internal operation of academic, academic support, and student affairs units. Policies and procedures that affect the campus as a whole must be approved by the Chancellor.
2. Academic Affairs and Student Affairs Operating Procedures must be approved by the Vice Chancellor for Academic Affairs before taking effect.
3. All Academic Affairs and Student Affairs Operating Procedures will be prepared in a consistent format and will include information pertaining to: (a) **Purpose**, or the intended benefit of the policy, (b) **Authority**, with citation to relevant UW or campus policies that give the VCAA the authority to issue the policy as well as references to related requirements in governmental regulations and university policies, (c) **Rationale**, which describes the reasons for the specific procedures and policies being proposed, and (d) **Requirements**, which provide specific guidance on procedures to be followed.
4. The initiating office for all Academic Affairs and Student Affairs Operating Procedures will be noted on the policy.
5. Each Academic Affairs and Student Affairs Operating Procedure will be reviewed by the General Faculty Organization, the ASUWB, and the Academic Council before approval. The review process will begin with a presentation and initial discussion in the Academic Council. The proposed procedure will then be sent to the GFO and ASUWB for their reviews. Each of these groups will have thirty calendar days to respond to a proposed operating procedure. No response by the end of this period will be interpreted as support unless a written request for an extended review period is received during the 30-day comment period.
6. At the close of the comment period, the initiator of the operating procedure should make revisions that he or she believes is appropriate in response to the comments. The amended policy, together with a written rationale for any recommended changes that are not made, should then be placed on the agenda of the Academic Council for final discussion and recommendation to the VCAA. When disagreements exist, the VCAA may consult further with constituent groups to achieve a resolution before approving an operating procedure.
7. The Assistant to the Vice Chancellor for Academic Affairs is responsible for maintaining a complete set of approved Academic Affairs and Student Affairs Operating Procedures as well as ensuring that a complete set of these policies is posted on the campus web site. Each newly-approved policy will be disseminated to a distribution list that includes directors and staff in academic, academic support, and student affairs units.
8. The Vice Chancellor for Academic Affairs may issue interim operating procedures when these are needed before a full review process can be completed. This may occur, for example, when a need arises during summer months or when the campus is required to adjust quickly to a legislative or policy change. Such interim operating procedures will sunset after six months unless they are approved in the interim through the process specified in this memorandum.

Handwritten signature and date:
3/2/05