

## NEW! University Policies Website



Check out the new website where you can **locate** all University policies, and conveniently **search** for a policy by alphabetical listing, applicable audience, owner, or topic.

### Why does UConn need policies?

UConn's **mission** and **values** are expressed through and supported by its stated policies. Policies also help to guide our workforce.

### How are University policies developed?

The University has a **Policy on Policies** which explains the policy lifecycle: how new University policies are developed and approved, and how existing policies are revised, decommissioned, and archived.



#### POLICY TEMPLATE

To assist with policy development process, the Office of University Compliance created a **template** that helps policy owners ensure policies have all necessary elements and provides a consistent format, which enhances accessibility and understanding of policies.

Find the **template** [here!](#)



#### POLICY CHECKLIST

There are multiple steps to writing and revising a policy. The Office of University Compliance developed a **checklist** to help policy owners ensure they have completed each step before submitting a policy for approval or publication.

Review the **checklist** [here!](#)

### What is the difference between a University policy and a departmental policy?



#### UNIVERSITY POLICY

A university policy is an official statement expressing the position of the university on an issue of university-wide importance. It has broad application and exists to achieve collective compliance with applicable laws, regulations, and organizational requirements.

University policies must be approved by the President's Senior Policy Council, may be approved by committees, and may require the Board of Trustees approval.



#### DEPARTMENT POLICY

Individual units such as departments, centers, schools, or colleges may create and maintain policies that are applicable to their respective area, as long as these are not in conflict with official university policies. Academic units should also review the **Policy on Academic Affairs Policies and Protocols**.

These policies must be vetted through the appropriate Department Head, Dean, or Director.

### Where can you find assistance?

The **Office of University Compliance** is available to assist in the development and review process for policies. By engaging our office early, we can help answer questions, provide guidance, and to provide guidance to assist with successful publication of policies.

Contact us at [policy@uconn.edu](mailto:policy@uconn.edu).