

Policy Review and Revision Process

Revisions to policies may become necessary in a number of ways. These include, but are not limited to, the passage of a new law enacted by the Kentucky General Assembly, or as a result of a changing need at the University. Recommendations for developing new policies or revisions to existing policies begin with one of the campus constituency group leaders (Faculty/Staff/Student Government Association), from a University Vice President, the Director of Human Resources, the University General Counsel, or the University President.

University personnel policies are divided into five areas, each dealing with various classifications of faculty and staff. Additionally, University Administrative Regulations (UARs) provide structure for academic and administrative processes **and therefore do not follow these same review processes**. Those areas are as follows:

1. PG—General Policies
2. PAc—Academics
3. PAd—Administrative
4. PSE—Staff Exempt
5. PSNE—Staff Non-Exempt
6. UARs—University Administrative Regulations

The Office of Human Resources is responsible for maintaining up-to-date personnel policies utilizing the following review processes:

➤ **The process for PAc is as follows:**

- The Faculty Senate President will delegate to the Faculty Welfare and Concerns Committee regular review of PAc for any needed revisions. Additionally, the Provost/Vice President of Academic Affairs (VPAA) may initiate suggestions for review and revision based on his/her identification of problems or concerns in PAc;
- The President of the Faculty Senate will send revisions on to the Provost/VPAA after approval by a vote in the Faculty Senate. Conversely, the Provost/VPAA will send suggestions for review/voting by the Faculty Senate;
- Regardless of the directional flow of the recommended changes, the Provost/VPAA will review those changes with the Faculty Senate President and Chair of the Faculty Welfare and Concerns Committee and discuss with others as appropriate, based on policy content. If substantive changes to recommendations are made at the Provost/VPAA level, the policy will be returned to Faculty Senate for further review and voting. If no substantive changes are made, the Provost/VPAA will work with the Faculty Senate to review and revise the policy, and once the Provost can recommend a document endorsed by the Senate they will recommend changes to the University President for consideration;
- The University President shall confer, if needed, with the General Counsel, Human Resources, or other appropriate offices based on policy content;
- If the content must be revised for legal reasons, the specific legal reasons will be conveyed to the Provost and the Faculty Senate, and those entities will revise the policy to meet specified legal needs;

- Once the policy is ratified by all bodies, the University President will forward the new or revised policy to the MSU Board of Regents for consideration;
- After ratification of the new or revised policy by the Board of Regents, the Office of Human Resources will work with University Communications and Marketing to post on the University website the new or revised version, send copies to the Camden Carroll Library for archive purposes, and maintain historical documentation of the changes.

➤ **The process for PGs, PSEs, PSNEs, Pads is as follows:**

- When the need for a new or revised policy is identified, the Office of Human Resources will meet with the appropriate MSU Vice President. The Office of Human Resources shall coordinate with the Provost to review with the President of Faculty Senate/ Faculty Welfare and Concerns Committee or the Vice President for Fiscal Affairs to review with the President of Staff Congress, based on policy applicability to those constituency groups;
- Recommended revisions will then be reviewed by the University General Counsel, Vice Presidents, and any other necessary individuals based on policy content;
- If the content must be revised for legal reasons, the specific legal reasons will be conveyed to the Provost and the Faculty Senate, and those entities will revise the policy to meet specified legal needs;
- If the appropriate MSU Vice President determines that substantive changes are made at this level, the policy will be returned to Faculty Senate and/or Staff Congress for review. If the appropriate Vice President determines that no substantive changes are made, the Office of Human Resources or appropriate Vice President will forward the recommended changes to the University President;
- Once the policy is ratified by all bodies, the University President will forward the new or revised policy to the MSU Board of Regents for consideration;
- After ratification of the new or revised policy by the Board of Regents, the Office of Human Resources will work with University Communications and Marketing to post on the website new or revised versions, send copies to the Camden Carroll Library for archive purposes, and maintain historical documentation of the changes.

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