



Policy Development

Recommended for Approval by:

A handwritten signature in black ink, appearing to read "Jon Anderson".

Jon Anderson, Ph.D.
President

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Jon Anderson, Ph.D.
President

Effective Date: 07/01/2025

A. Intent

The purpose of this policy is to establish the authority and procedures for creating and implementing University policies. Using a standardized format for policies will help Pennsylvania Western University (PennWest) fulfill its mission, ensure accountability, and provide the university community with a clear explanation of how the University operates.

B. Definition(s)

Policy Manual: An official, centralized repository that houses all approved university policies. The Policy Manual is maintained on the university's website and serves as the authoritative source for current policies applicable across the institution.

C. Policy Statement

All policies of the University will be in conformity with and are subject to all applicable Federal and Pennsylvania statutes and regulations. All policies must be consistent with Board of Governors policies and Pennsylvania State System of Higher Education collective bargaining agreements.

Approval Process: All policies must be approved by the President, or in the case of "facilities and property," by the Council of Trustees, upon recommendation by the President. New policies or changes to existing policies may be initiated by the President or a Vice President. The appropriate Vice President shall seek the approval of the policy from the President. Once approved, the policies will be shared with the campus via email and posted on the PennWest website.

Policy Format: Recommendations for new or changes to existing policies must be proposed to the appropriate Vice President, using the policy format and policy formatting guidelines

maintained in the Office of the President. Only those policies approved in accordance with this policy will have the force of University policy.

Policy Manual: All approved University policies will be published in the online University Policy Manual and will be in effect:

- i. until renewed, revised or repealed by action of the President, or in the case of "facilities and property," by the Council of Trustees upon recommendation by the President; and
- ii. unless and until such policy is found to be in conflict with Federal or Pennsylvania statute or regulation, Pennsylvania State System of Higher Education Board of Governors' policy, or collective bargaining agreements.

Interim Policies: The President may create an interim policy in situations where a university policy must be established in a period of time too short to permit the completion of the process delineated in this policy. An interim policy will remain in force for up to six (6) months from the date of issuance.

Review of Policies: Each policy shall be reviewed by the corresponding Vice President on a regular basis as appropriate.

All employees shall have the responsibility for following and, if in managerial or supervisory roles, administering applicable University policies.

Policy maintenance will reside in the Office of the President.

Any person who believes that a PennWest University policy has been violated should report the perceived violation to the Vice President responsible for the policy to which the perceived violation occurred. Perceived violations of policy should be reported via email.

D. Related Policies

Not Applicable.

E. Contact Information

For additional information, please contact the Office of the President.

F. Policy Review Schedule

Each policy shall be reviewed by the corresponding Vice President on a regular basis as appropriate.