

## POLICY MEMORANDUM

No. I-10

### Missouri S&T Policy Development

*As part of Missouri S&T's commitment to ensuring thoughtful development of campus life, Chancellor Cheryl B. Schrader seeks to establish a standardized method of policy development. Any proposed campus policy will be submitted for a minimum of 4 levels of review prior to adoption and enactment.*

*Adopted policy will be added to the Missouri S&T Policy Memorandums section of the Chancellor's Page on the Missouri S&T website.*

#### The proposed policy development process is as follows:

1. INTRODUCTION AT CHANCELLOR'S CABINET MEETING: Introduction and initial discussion for approval by the members of the Chancellor's Cabinet. Any policy for consideration will be proposed by a Vice Chancellor. The proposed policy will be written and presented in a standardized format. If the policy is determined ready for review, it will advance to the Chancellor's Council.

The Chief of Staff will organize and staff the meeting of the Chancellor's Council.

2. CHANCELLOR'S COUNCIL DISCUSSION: The proposed policy will be discussed in a meeting of the Chancellor's Council. Any comments and concerns will be recorded by the Chief of Staff and shared with the Chancellor's Cabinet in the second discussion.
3. PUBLICATION AND MEETING NOTICES: Within one week of Chancellor's Council, the proposed policy will be published in the e-connection.

The proposed policy will be published in a standardized format, with clearly defined and designated ways to register opinions or comments.

At the time of publication, the campus community will receive notice of an open listening session to occur within 2 weeks of the publication.

4. OPEN LISTENING SESSION: A campus community listening session will take place two weeks after publication of the proposed policy. Any comments and concerns will be recorded and shared with the Chancellor's Cabinet in the second discussion.
5. CHANCELLOR'S CABINET DISCUSSION: A second discussion with the members of the Chancellor's Cabinet will be scheduled as soon as possible to follow the listening session, feedback will be taken into account and appropriate revisions will be adopted.

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6. ADOPTION: If determined appropriate, the proposed policy will be adopted and published.

This process is designed to provide several opportunities for thoughtful analysis and comments from various groups and individuals in order to ensure the best possible outcome. The final decision for adoption and implementation of any policy is the responsibility of the Chancellor.

If the proposed policy is substantially modified in response to any new or additional information, the modified policy will be taken back through the entire series of reviews.

The Chancellor's Council is comprised of a representative of each major constituency in the Missouri S&T campus family. It will be the responsibility of the representative to share the proposed policy, then gather and report significant suggestions or concerns.

#### Chancellor's Council Members

Adam McMikle	<a href="mailto:ajmcm8@mst.edu">ajmcm8@mst.edu</a>	Student Council President	(573) 471-7111	confirmed
Tommy Goodwin	<a href="mailto:tigbp7@mst.edu">tigbp7@mst.edu</a>	Council of Graduate Students President	(417) 241-9189	confirmed
Dr. Daryl Beetner	<a href="mailto:daryl@mst.edu">daryl@mst.edu</a>	Department Chairs Council	(573) 341-4503	confirmed
Beth Abner	<a href="mailto:swaringame@mst.edu">swaringame@mst.edu</a>	Staff Council	(573) 341-7649	confirmed
Dr. Thomas Schuman	<a href="mailto:tschuman@mst.edu">tschuman@mst.edu</a>	Faculty Senate President (Acting)	(573) 341-6236	
Walt Branson	<a href="mailto:bransonwj@mst.edu">bransonwj@mst.edu</a>	Chancellor's Cabinet	573 341-4122	confirmed
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Daniel Uetrecht	<a href="mailto:uetrecht@mst.edu">uetrecht@mst.edu</a>	IT	573-341-6418	confirmed
Ted Ruth	<a href="mailto:truth@mst.edu">truth@mst.edu</a>	Physical Facilities	573-341-7619	confirmed
Cecilia Elmore	<a href="mailto:elmorec@mst.edu">elmorec@mst.edu</a>	Student Diversity Groups	573-341-6798	confirmed

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**EFFECTIVE DATE:** Immediately

**RESPONSIBILITY:** Chancellor

**BASIS:** Intent of stated policy of the University of Missouri Board of Curators with regard to delegated authority.



Cheryl B. Schrader, Ph.D.  
Chancellor