

## 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, the campus community 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 LEADERSHIP GROUP MEETING: Introduction and initial discussion for approval by the members of the Chancellor's Leadership Group. Any policy for consideration will be proposed by a member of the Chancellor's Leadership Group. 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 Office of the Chancellor 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 or shared electronically with Chancellor's Council. Comments and concerns will be recorded and shared with the Chancellor's Leadership Group.

Note: The preferred method of policy discussion will be electronic, but if any member of the Chancellor's Council would prefer to meet in person, he or she must contact the Office of the Chancellor within one week after the proposed policy is sent. At that point, the Office of the Chancellor will organize a meeting.

3. PUBLICATION AND MEETING NOTICES: Following the Chancellor's Council discussion, 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 to send comments to [policy@mst.edu](mailto:policy@mst.edu) and/or invited to attend an open listening session. Comments will be posted on the policy website for a two week review and response period.

4. CHANCELLOR'S LEADERSHIP GROUP DISCUSSION: A final discussion with the members of the Chancellor's Leadership Group will be scheduled following the online review and/or listening session. Feedback will be taken into account and appropriate revisions will be adopted.

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

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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

If a Chancellor's Council member is unable to attend, they may designate another person from their area or group.

Student Council President	Vice Provost and Dean, CASB
Council of Graduate Students President	Vice Provost and Dean, CEC
Department Chairs Council	Dean of Students
Staff Council	Director of Athletics
Faculty Senate Representative	IT
Chancellor's Leadership Group	Physical Facilities

**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