

## POLICY MEMORANDUM

No. I-10

### Policy Development

#### PURPOSE:

University policy requires thoughtful input from our campus community, and any proposed policy development must be reviewed to support an equitable living, learning, and working environment.

#### PROCEDURES:

1. CHANCELLOR'S OFFICE: Campus policies will be reviewed and drafted, as needed, by the Chancellor's Office. This need may originate from an annual review, an external audit, a request emailed to [policy@mst.edu](mailto:policy@mst.edu), or other communication. Internal and external research will be conducted during the development of any policy. Internal research will be discussions with leaders and executives who can provide historical and practical context, discussions with the people/person who suggested the policy development, and discussions with members of the community who will be directly affected by a policy. Internal research may include open forums for issues that are particularly broad and/or controversial. External research will include reviews of existing laws, policies, and best practices relevant to the policy being developed. Research documentation and a draft of the revised and/or new policies will be provided to the Policy Council.
2. POLICY COUNCIL: Electronic communication is acceptable; however, any member of the Council can call for an in-person meeting, provided the meeting occurs within 10 business days of the draft being provided. Members of the Council will have five business days to object to the draft or call for an in-person meeting. If no members of the Council object or call for a meeting, and at least one member approves, the draft will be considered approved for public comment. If there are objections, or a meeting is called, at least eight members of the Council must approve the policy draft for public comment. Upon approval, the Council will also select a day within the public comment period on which a public forum will be held, the person/people on the Council who will be responsible for the public forum, and any additional person/people who will be invited to serve as advocates at the forum.

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### Policy Development

The Council will consist of people in the following positions, but each of them may appoint a delegate to serve in their stead for any and all drafts.

Student Council President	Vice Provost and Dean, CASE
Council of Graduate Students President	Vice Provost and Dean, CEC
Department Chairs Representative	Vice Provost and Dean, Kummer College
Staff Council Representative	Dean of Students
Faculty Senate Representative	Director of Athletics
Chancellor's Leadership Representative	IT Representative
Office of Diversity/Equity Representative	Physical Facilities Representative
Human Resources Representative	External Relations Representative

3. PUBLIC COMMENT: When a draft is approved for public comment and the forum has been scheduled, the draft will be posted online in a standardized format for 10 business days at [policy.mst.edu/review](http://policy.mst.edu/review). An email will be sent through eConnection when drafts are posted, and this message will include all relevant information about the forum.

Anonymous comments will be reviewed and addressed at the sole discretion of the Policy Council. Signed comments will receive a personal response during review by the Policy Council. Comments delivered at the forum will be addressed at the forum, or by the Policy Council if follow-up is needed.

The Policy Council will determine, based on the actions taken during the public comment period, whether more research is needed, what modifications are needed, whether an additional public comment period is necessary, and when to present the proposed policy to the Chancellor.

4. ADOPTION: If approved by the Chancellor, the proposed policy will be adopted and published. The Chancellor may reject the policy with recommendations on how to proceed.

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5. PUBLICATION: The published version will be updated in the appropriate files, updated on the website, and an announcement will be sent to [news@mst.edu](mailto:news@mst.edu) for eConnection noting what was updated and where the new policy can be viewed.

**EFFECTIVE DATE:** Immediately

**RESPONSIBILITY:** Chancellor

**BASIS:** To align with the stated intent of the University of Missouri Board of Curators with regard to delegated authority



Mohammad Dehghani, Ph.D.  
Chancellor