



## **BOARD OF REGENTS POLICY: *Board Policy Development***

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### **SECTION I. SCOPE.**

This policy defines policies of the Board of Regents (Board), distinguishes them from other University of Minnesota (University) policies, and describes the process through which Board policies are developed, adopted, and maintained.

### **SECTION II. POLICY TYPES.**

#### **Subd. 1. Board Policies.**

Board policies generally deal with the University as a whole, establishing fundamental principles as a basis and guide for later action. Board policies are intended to be enduring rather than responses to a particular issue. Procedures are occasionally part of Board policies when such procedures bring clarity to the nature of the principle. More often, procedures are developed and refined administratively.

The Board adopts Board policies and all substantive amendments.

#### **Subd. 2. Other University Policies.**

Other University policies are needed to administer the University and its various units in accordance with state and federal legislation, reasonable administrative practice, and Board policy. While these policies may contain basic principles, they generally include procedures for managing the institution. The scope of other University policies varies. Generally, other University policies are developed, approved, implemented, and modified according to administrative policy.

When unusual circumstances suggest the advisability of Board ratification of other University policies, changes to such policies shall be submitted to the Board for action. University policies that have been reviewed and acted upon by the Board are noted in Board minutes.

### **SECTION III. CONFLICTS WITH OTHER UNIVERSITY POLICIES.**

The president or delegate shall ensure that all other University policies are in alignment with Board policy. If other University policies conflict with Board policy, Board policy takes precedence.

## **SECTION IV. CORRECTIONS.**

The executive director and corporate secretary, with consent of the Board chair, may make corrections to Board policies that do not alter the substance of the policy.

## **SECTION V. FORMAT.**

Policies presented to the Board for consideration and adoption as Board policy shall include the following:

- (1) principles to guide subsequent action at the University;
- (2) text written in declarative statements; and
- (3) a distinctive format and page design (to be determined by the Board Office) that includes a history of the policy and any amendments.

## **SECTION VI. REVIEW.**

### **Subd. 1. Comprehensive Review.**

Board policies shall be comprehensively reviewed every six years. The objective of the comprehensive review is to determine:

- whether the fundamental principles established in the policy still align with the strategic direction and mission of the University;
- if the policy is still needed; and
- if the policy aligns with current practice.

The comprehensive review process shall be developed and executed by the Board Office in alignment with Board of Regents Policy: Board Operations and Agenda Guidelines. For each Board policy, a senior leader liaison shall be identified. The Board Office shall include the results of the annual comprehensive review as a component of the annual Board of Regents Policy Report.

### **Subd. 2. Amendments to Board Policy.**

The Board may amend Board policies outside of the comprehensive review process in accordance with Board of Regents Policy: Board Operations and Agenda Guidelines.

### **Subd. 3. General Counsel Review.**

The Office of the General Counsel shall review all policies for consistent form and legality prior to adoption or amendment by the Board.

### **Subd. 4. Alignment Review.**

The president or delegate shall regularly review other University policies for alignment with Board policy.

## **REVISION HISTORY**

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**Adopted:** March 8, 1991

**Amended:** May 12, 1995; October 8, 2004; March 13, 2009; May 12, 2017

**Supersedes:** Regents' Policies Statement dated February 8, 1974; and Authority to Correct Policies dated July 8, 1983.