As stated in the P&S Council Constitution, the committee’s purpose: This committee shall regularly assess the value and effectiveness of the P&S policies and procedures and their implementation and shall work with appropriate personnel to develop and recommend any revisions or strategies that best serve the interests of the employees and the university.

Committee Members: Kelly Destival (co-chair), Farah Kashef (co-hair), J.C. Last, Nick Petersen, Angela Meeter, Cristy Freeburg, Joann Mulholland, Heidi Seegers, Dan Breitbach, Doreen Hayek, Matt Gordon.

**Accomplished work:**

1. Established a policy overview chart (Appendix A)
2. Established a policy review detailed flowchart (Appendix B)
3. Established partnership with the President's Council for Inclusion, Transformative Social Justice and Advocacy as part of the policy review.

**Work in progress:**

This year the committee had to review several policies simultaneously, since there is relevant content in all. Work in progress are:

1. Policy 5.20: Definition – Professional and Scientific (P&S) Positions. The edits are ready for the Council to review. (step 3 of the flowchart)
2. Policy 5.21: Appointment and Service Status. The committee continues to have discussions with HRS on some of the terminologies. (repeating steps 1 & 2b of the flowchart)

**Goals:**

1. Complete update on Policy 5.20
2. Complete update on Policy 5.21
3. Complete update on Policy 5.24
Appendix A

P&S Policy and Procedures Overview
Appendix B

P&S Policy and Procedures Flowchart

Review and Approval Process

NOTE: Where possible, the language is used from "9.00. Policy".

0. [Proposal] A new P&S University policy is proposed or an existing policy is revised.
1. The P&S Policy and Procedure Committee compiles a draft policy or revision.
2. The P&S Policy and Procedure Committee consults with the appropriate University resource for input on proposed draft policy or revision.
   o [2a] Draft is reviewed by the President's Advisory Committee on Diversity, Equity & Social Justice for inclusive language.
   o [2b] Draft is reviewed by Human Resource Services to ensure compliance with employment standards and practices.
   o [2c] Draft is reviewed by University Counsel for any legal complications.
3. When a final draft proposal is prepared, that draft is presented to the P&S Council for review.
4. When the proposed draft has passed review by the P&S Council, the draft policy or revision is submitted for review by the voting P&S Staff through the Policy Review Committee (PRC).
   o PRC posts draft to the University Policies and Procedures website.
   (includes an explanation of the reason for a new policy or revision(s) to an existing policy.)
   o PRC publicly announces the proposal via e-mail through Inside UNI.
   o PRC accepts public comment for a period of at least two (2) weeks.
5. If no further recommendations have been received, the P&S Policy and Procedure Committee submits the draft to the P&S Council for Approval.
6. [Policy Review] The draft policy or revision is submitted to the UNI Policy Review Committee (PRC) for review:
   o PRC examines the policy, input from the University Community, and the suggested administrative body.
   o Within four (4) weeks of receipt, the PRC must either:
     ■ Agree with the recommendation and enter the policy into the approval process.
     ■ Suggest revisions and return the policy to the P&S Policy and Procedure Committee.
   o If the policy revisions from the PRC are rejected by the P&S Council, both the P&S draft policy or revision and the PRC suggested revisions to that draft are submitted to the University Council with written rationales for their views on the contested elements of the proposal.
7. The draft policy or revision is submitted to the University Council.
   o Within four (4) weeks of receipt, University Council must either:
     ■ Agree with an uncontested policy.
     ■ Agreement with one of the bodies in cases of a contested policy.
     ■ Refer the policy back to the originating body and PRC for additional work, in which case the process may begin anew.
     ■ Recommend that there be no policy on this topic.
   o In cases when all parties do not agree, a rationale for the University Council's decision shall be included with the policy at the next step of the approval process.
8. [Final Approval] All University policies shall be subject to review and approval by the UNI President. The UNI President may bring policies back to the University Council.
9. The UNI President may have policies reviewed by the President's Cabinet for additional assistance and recommendations relating to policy review and approval.
10. [Dissemination of Policies] Upon approval by the President, the University Counsel shall forward the new or revised policy to the Office of University Relations, which will be responsible for notifying the University Community regarding new or revised policies.