In July of 2010, we began our University Policy Project. In my report to you at that time, I identified a plan of action that included the following three steps.

Step 1 – Create a Policy Project Working Group to draft a Policy on Policies

Step 2 – Obtain Approval of the Policy on Policies

Step 3 – Implementation of the Policy on Policies

We have successfully completed steps one and two. Each Senior Staff member appointed one or more persons to serve on the Policy Working Group. A listing of the Working Group membership is attached. Through their excellent work we developed a comprehensive Policy on Policies, which was approved by Chancellor Ponder on February 23 of this year (see attached). Key points of that Policy are:

- Definitions of “University” and “Divisional” policies and “Standard operating Procedures”
- Designation of approval authority for the various types of policies
- Establishment of processes for formulating and adopting new policies and for periodic review of existing policies
- Requirement for designation of a policy “owner” and “responsible office” for each policy
- Creation of a standard template for formatting policies
- Places responsibility for on-line policy dissemination with the Office of the University General Counsel
Following approval of the Policy on Policies, Senior Staff members reviewed their appointments from the original Policy Working Group and either reappointed members, or nominated new members for the Policy Review Committee. The members of the Policy Review Committee are listed on attachment.

From the Policy on Policies:

The Policy Review Committee is an advisory group that includes representatives of the UNC Asheville campus. The group is charged with reviewing University and Divisional Policies to suggest appropriate reviews by internal constituents of the University and to determine the level of approval required. At the discretion of the University General Counsel, the Policy Review Committee may also be called upon to review policies that are due for their scheduled review period.

With the Policy Review Committee now in place, we are ready to tackle step 3, Implementation of the Policy on Policies. This will involve a review of all existing policies to determine a). if the policy is University, Divisional or a Standard Operating Procedure (SOP), b). that the policy has proper approval, c). that the policy is current, d) that the policy remains viable and necessary, and e). that the policy falls under the most relevant Policy Owner and responsible office.

Originally, I reported that the entire process would take at least one year. We will most likely have completed our review of the 98 policies within a two year timeframe.

Questions and suggestions are welcomed.