

UW System Administrative (SYS) Policy Orientation Guide

The University of Wisconsin [System Administrative \(SYS\) Policy series](#) is a comprehensive set of policies that apply to all UW System institutions (except for policies in the 1200 series which do not apply to UW-Madison). These policies utilize consistent formatting and templates, as well as a standard review practice to ensure that key stakeholders can provide feedback on new policies before they are implemented. The Office of Administrative Policies oversees the drafting and revision of SYS policies, procedures, and guidelines and manages communications to stakeholders regarding policy changes.

This document describes the different policy practices of UW System Administration (UWSA), including the rationale for and types of policy drafting/revisions, the two committees organized to review draft documents, the feedback and approval processes, and the annual policy prioritization process.

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POLICIES, PROCEDURES, AND GUIDELINES

The SYS policy series includes three types of documents with different levels of authority. All utilize standard templates and review processes. A more detailed description of the document types is as follows:

Policy- The UW System Administrative policy set falls into two general areas:

1. Academic and Student Affairs Policies
2. Finance and General Administration Policies

In both categories, policies are developed to establish standards to comply with applicable laws, regulations, and Regent Policy Documents. Policies apply universally to all UW institutions, except policies in the 1200 series which apply to all institutions except UW-Madison. Policies are designed to promote efficiency, reduce risk, and/or enhance operational objectives of the UW System.

Procedure- Procedure documents list action steps required to implement and comply with SYS Policies. They may include specific instructions and forms to assist in complying with the policy they support.

Guidance- Guidance documents support policies by providing best practices or advice on interpreting or complying with a policy.

POLICIES ON POLICY DEVELOPMENT

All development of system administrative (SYS) policies is governed by the provisions of [SYS 1, *Development, Revision, and Approval of UW System Administrative Policies, Procedures, & Guidelines*](#), which promotes consistency in formatting, timely updates, and communication practices across the policy set.

Office of Academic and Student Affairs policy development (100 series) is further governed by [SYS 2, *Development Revision, and Approval of Academic and Student Affairs Policies*](#).

Finance and General Administrative policies (200 series-1200 series) include topics such as human resources, finance, procurement, risk management, and information security. These policies are also subject to the provisions of [SYS 3, *Development, Revision, and Approval of Finance and General Administration Policies & Procedures*](#).

REASONS FOR POLICY DEVELOPMENT, REVIEW, AND REVISION

There are many reasons for policies, procedures, or guidance to be considered for development or revision, including:

- New external regulations that necessitate the drafting of a SYS policy to enact requirements;
- Changes to external regulations that conflict with current policy;
- Changes to internal processes that do not reflect content of current policy;
- Scheduled review date triggers the review and reconsideration of the policy content.

Sometimes these needs can be anticipated in advance and are included in the Annual Policy Prioritization Plan that is drafted by the Office of Administrative Policies with input from institution stakeholders, policy owners and UWSA leadership. This plan helps stakeholders to anticipate the distribution of the burden of policies to review in the coming year and is utilized to guide the Office of Administrative Policies work, though emerging priorities also come up throughout the year. It is finalized and distributed to campuses in late June, just prior to the start of the new fiscal year.

For a more detailed timeline of the prioritization process, see [Appendix A- Annual Policy Prioritization and Policy Priorities Plan](#).

TYPES OF POLICY REVISIONS

The Office of Administrative Policies distinguishes between three different types of policy/procedure/guideline revisions.

- **Substantive:** Amendments to policies, procedures, or guidelines that change the meaning or intention of the document. Substantive revisions go to the relevant policy committee (see below) and institutions for review before being routed for signature and approval.
- **Technical:** Amendments to policies, procedures, or guidelines that do not provide substantial change to the content or meaning of the document. Examples of technical amendments include, but are not limited to, updates to formatting, updates to contact information, changes in office names, cross-references to additional information, and rate changes. Technical revisions go to the relevant policy committee for review (but do not go to the institutions) before being routed for signature and approval.
- **Typographical:** Amendments to policies, procedures, or guidelines that correct typos in the document (spelling errors or capitalization errors) or fix broken hyperlinks. Typographical revisions do not require review or re-approval.

RESOURCES FOR ADMINISTRATIVE POLICY OWNERS AND RESPONSIBLE OFFICERS

Webpage with links to templates, policy style guide to assist in policy writing and encourage formatting consistency in the SYS Policy series: <https://www.wisconsin.edu/uw-policies/admin-policy-resources-for-policy-owners-and-responsible-officers/>

REQUIRED DOCUMENTS FOR POLICY REVIEW

If you have a policy/procedure/guideline to be included in the policy distribution cycle, provide the Office of Administrative Policies graduate fellow with the following documents (templates available on the [Additional Resources for Administrative Policy Owners and Responsible Officers](#) webpage):

- Clean proposed document
- Tracked changes document from previous version (not used for new policies)
- Policy summary document

POLICY REVIEW COMMITTEES

There are two policy review committees within UWSA. Both committees meet monthly to discuss policies, procedures, and guidance documents being drafted or revised.

The Finance and General Administrative Policy Committee (FGAPC) is co-chaired by the Vice President for Administration and the Vice President for Finance (or their designees)¹ and consists of Associate Vice Presidents and representatives from offices including Administrative Services, Budget and Planning, Capital Budget and Planning, Learning and Information Technology Services, Human Resources, Financial Administration, General Counsel, University Relations, Information Security, and Compliance & Integrity,

¹ The FGAPC is currently chaired by the Director of Administrative Policies, Projects, and Academic Fellowships.

as well as a representative from the Office of the Board of Regents and the UW System Senior Equity, Diversity, and Inclusion Officer. The chair of the Office of Academic and Student Affairs Policy Committee (OASAPC) also serves on the FGAPC to facilitate the transmission of information between groups. Committee members help to draft policies from their business areas and perform initial reviews of Finance and General Administrative policy, procedure, and guidance drafts. They also participate in other aspects of the policy review process and consult on initiatives from the Office of Administrative Policies.

The OASAPC is composed of the Vice President for Academic and Student Affairs (who chairs the committee or appoints a designee to do so)², the Vice President for Finance (or a designee), the Vice President for Administration (or a designee), the UW System Senior Equity, Diversity, and Inclusion Officer, and Associate Vice Presidents in the Office of Academic and Student Affairs. This committee reviews drafts of Academic and Student Affairs policies, procedures, and guidance documents at their monthly meetings before voting to include the drafts in the institution distribution.

POLICY REVIEW PROCESS

Newly drafted or substantively revised policies, procedures, and guidance documents are first reviewed by the relevant policy committee, and then sent out to representatives from the institutions for review and comment. Distributions are always sent to Chancellors, Provosts, Chief Business Officers, Senior Student Affairs Officers, and Senior Diversity Officers, as well as a list of individuals identified by their institution's leadership who receive all policy communications. Other groups (such as Chief Human Resource Officers or Chief Information Officers) are also included in the distribution for comment depending on the subject matter of the policies for review.

For a complete look at the FGAPC's monthly policy review processes, see [Appendix B- FGAPC Policy Review Cadence](#).

For a detailed description of the OASAPC's policy review practices, see [Appendix C- OASAPC Policy Review Cadence](#).

POLICY APPROVAL

Once a policy owner has determined that a policy, procedure, or guidance document is ready for finalization and that all comments have been considered, the final documents (including the clean copy, tracked changes document, and policy summary) are sent to the Office of Administrative Policies graduate fellow for a final review and packaging. The Office of Administrative Policies utilizes DocuSign to obtain the necessary signature for a policy, procedure, or guidance document to be approved.

Policies- SYS Policies are reviewed by the Director of Administrative Policies, Projects, and Academic Fellowships, the Associate Vice President or Director over the policy subject area, the responsible System Vice President of the Executive Director of UW Shared Services. They are then approved by the System President.

Procedures- SYS Procedures are reviewed by the Director of Administrative Policies, Projects, and Administrative Fellowships and the Associate Vice President or Director over the policy subject area and are then approved by the responsible System Vice President of the Executive Director of UW Shared Services.

² The OASAPC is currently chaired by the Special Assistant for Governance and Strategic Initiatives.

Guidance- SYS Guidelines are reviewed by the Director of Administrative Policies, Projects, and Administrative Fellowships and the General Counsel. They are then approved by the responsible Associate Vice President or Director.

After all necessary signatures have been obtained in DocuSign, the graduate fellow updates [the UW System Administrative Policies & Procedures](#) webpage with the new content.

After the document has been signed, the Office of Administrative Policies drafts a communication that summarizes the changes and distributes the message via email to the Provosts, Chief Business Officers, Senior Student Affairs Officers, Chief Diversity Officers, and other relevant campus stakeholders. A newsfeed story is also posted on the [UW System Administrative Policies & Procedures](#) website.

SCHEDULED REVIEW DATE PRACTICES

All new and recently revised SYS policies have a scheduled review date that prompts the policy owner to re-evaluate the policy's content to ensure it is still up-to-date and accurate. The standard review period is five (5) years after the most recent revision.

Six (6) months before the scheduled review date, the Office of Administrative Policies sends the policy owner an email reminding them of the upcoming scheduled review date and prompting them to begin looking over the policy's content. (At this point the policy owner should also look at any associated procedure or guidance documents to ensure alignment with the policy and current practices.) Three (3) months before the date, follow-up will be conducted at the FGAPC or OASAPC meeting to ensure that the policy owner has looked at the policy and begun drafting any necessary revisions.

If no content revisions need to be made, the Office of Administrative Policies graduate fellow will work with the policy owner to process a technical revision that changes the scheduled review date to inform readers that the policy has been reviewed and is still up to date.

If substantive revisions are required, the new clean version, tracked changes document, and policy summary should be presented to the FGAPC no later than the month before the scheduled review date to ensure time for review and approval before the scheduled review date.

Appendix A- Annual Policy Prioritization and Policy Priorities Plan Timeline

- **Institution recommendations (March-April):** The annual policy prioritization process begins in March with a request for campuses to provide feedback on policies they believe should be drafted, revised, or rescinded in the coming fiscal year. Campuses are generally given about four (4) weeks and asked to consolidate their feedback so that each institution provides up to five recommendations.
- **Policy owner priorities (April-May):** The Office of Administrative Policies compiles this feedback and sorts it by policy series. These recommendations are then provided to the relevant policy owner to discuss with their team. Policy owners are given three (3) weeks to consider the feedback and develop their comprehensive list of policy priorities (including new policies, policy revisions, and policy rescissions) with the quarter that they would like to target for distributing the policy (if known). Each policy owner provides their list of priorities to the Office of Administrative Policies graduate fellow.

The graduate fellow reviews the priorities for all policy series and compiles them into one comprehensive memorandum from the UW System Vice Presidents and the Director of UW-Shared Services to the Chancellors, Provosts, Chief Business Officers, Senior Student Affairs Officers, and Senior Diversity Officers.

- **Vice President Review (June):** UWSA Vice Presidents and the Director of UW-Shared Services are provided a copy of the draft memorandum to review and ensure they agree with the policy priorities listed for their area.
- **President Review (June):** After the Vice Presidents agree with the memorandum, the Office of Administrative Policies provides the draft to the President for awareness and verbal approval.
- **Vice President Signature (June):** The Office of Administrative Policies graduate fellow loads the final memorandum into DocuSign for signature by the UWSA Vice Presidents and Director of UW-Shared Services.
- **Policy Priorities Plan Distribution (end of June):** The Office of Administrative Policies distributes the Policy Priorities Plan to institutions prior to the beginning of the new fiscal year to inform campuses of the anticipated policy work in the coming year so they can plan and begin resource allocation.
- **Quarterly Policy Priorities Updates:** Throughout the year, quarterly memoranda from the Director of Administrative Policies, Projects, and Academic Fellowships to the UW System Vice Presidents and Director of UW-Shared Services are shared with the institutions to track progress against this plan.

Appendix B- Finance and General Administrative Policy Committee Policy Review Cadence

The following table contains the key FGAPC dates and deadlines for the current calendar year. A detailed description of each step can be found below.

Deadline to Request Assistance with Draft Policy Documents	Deadline to Submit Draft Policy Documents	Date of FGAPC Distribution	Deadline for FGAPC Review	FGAPC Meeting	Date of Institution Distribution	Deadline for Institutional Review
Feb. 25, 2022	Mar. 4, 2022	Mar. 7, 2022	Mar. 21, 2022	Mar. 23, 2022	Mar. 25, 2022	Apr. 8, 2022
Mar. 25, 2022	Apr. 1, 2022	Apr. 4, 2022	Apr. 18, 2022	Apr. 20, 2022	Apr. 22, 2022	May 6, 2022
Apr. 15, 2022	Apr. 22, 2022	Apr. 25, 2022	May 16, 2022	May 18, 2022	May 20, 2022	Jun. 3, 2022
May 27, 2022	Jun. 3, 2022	Jun. 6, 2022	Jun. 20, 2022	Jun. 22, 2022	Jun. 24, 2022	Jul. 8, 2022
Jun. 24, 2022	Jul. 1, 2022	Jul. 5, 2022	Jul. 18, 2022	Jul. 20, 2022	Jul. 22, 2022	Aug. 5, 2022
Jul. 22, 2022	Jul. 29, 2022	Aug. 1, 2022	Aug. 15, 2022	Aug. 17, 2022	Aug. 19, 2022	Sep. 2, 2022
Aug. 26, 2022	Sep. 2, 2022	Sep. 5, 2022	Sep. 19, 2022	Sep. 21, 2022	Sep. 23, 2022	Oct. 7, 2022
Sep. 23, 2022	Sep. 30, 2022	Oct. 3, 2022	Oct. 17, 2022	Oct. 19, 2022	Oct. 21, 2022	Nov. 4, 2022
Oct. 21, 2022	Oct. 28, 2022	Oct. 31, 2022	Nov. 14, 2022	Nov. 16, 2022	Nov. 18, 2022	Dec. 2, 2022
Nov. 18, 2022	Nov. 25, 2022	Nov. 28, 2022	Dec.12, 2022	Dec. 14, 2022	Dec.16, 2022	Jan. 6, 2023

- **Deadline to Request Assistance with Draft Policy Documents**
 - If committee members will need assistance drafting the documents required for policy review, they let the graduate fellow know.
- **Deadline to Submit Draft Policy Documents—1 week later**
 - Committee members send policy review documents for every policy being distributed that month to the graduate fellow.
- **FGAPC Distribution—following Monday**
 - The graduate fellow sends committee members links to and summaries of all policies/procedures being considered that month.
 - Committee members have 2 weeks to review the included policies with the specific lens of how the policy/policy revisions would interact with policies/practices in their area.
- **Deadline for FGAPC Review—2 weeks later**
 - Policy owners with policies in that distribution are provided with the committee's feedback and have 4 days to make any revisions before the policy is sent to institutions for comment.
- **FGAPC Meeting—2 days later**
 - Hour-long meeting of the committee to discuss policies progress in the administrative policy review cycle. Discussion includes policies in many stages of the cycle, including:
 - Policies from that month's FGAPC distribution (opportunity for policy owners to ask questions of commenters if they have any concerns about the feedback provided);

- Policies that have already been distributed to the institutions for feedback (policy owners provide an update on final revisions being considered to address feedback and an estimate of when the policy will be ready for final signatures and approval);
 - Policies from the policy priorities plan slated for review/consideration in the current quarter (policy owners provide and estimate of the month that they anticipate the policy being included in the distribution cycle);
 - Policy implementation review of policies that were approved in the last 60 days (opportunity for policy owners to report on any issues or further feedback that they received from stakeholders adjusting to compliance with the new policy);
 - Other administrative items (report from the Office of Administrative Policies about proposed enhancements to the policy process or initiatives (such as scheduling the next year's FGAPC meetings and the annual policy prioritization process); and
 - A review of key dates in the policy distribution cycle for the upcoming three months.
- **Policy revisions based on internal review due--1 day later**
 - If policy owners would like revisions based to policies in the distribution based on committee feedback, they send revised documents to the Office of Administrative Policies graduate fellow for inclusion in the institution distribution.
 - **Institution Distribution—1 day later (Friday after FGAPC meeting)**
 - Institution representatives (Provosts, CBOs, SSAOs, CDOs, other groups relevant to content of policies included such as CIOs or CHROS, and individuals identified by campus leadership) are sent an email with links to and a brief summary of all policies/procedures being considered that month. This message also may include notice of approved policies, notice of upcoming policy effective dates, and notice of upcoming interim policy action expirations.
 - The length of the institution comment period varies based on the policy content and number of policies in the distribution. The standard period for Finance and General Administrative policies is 2 weeks, unless discussed with the policy owner. The standard period for Office of Academic and Student Affairs policies is 60 days.
 - **Deadline for Institutional Review—2 weeks later**
 - Policy owners with policies in the distribution are provided the institution's feedback. Policy owners are encouraged to review the feedback with their teams and utilize the fields in the feedback form to internally respond to the feedback and make any necessary revisions.
 - Policy owners provide updates to the FGAPC in subsequent monthly meetings until the policy is approved.

Appendix C- Office of Academic and Student Affairs Policy Committee Policy Review Cadence

- **Second Tuesday of Month 1-** First reading
 - The policy owner presents the proposed policy revisions to the OASAPC during their monthly meeting.
 - Committee members are given an opportunity to ask questions and provide comments or recommendations for further revisions. Policy owners respond to this feedback and, if necessary, make further revisions before the next month's meeting.
- **Second Tuesday of Month 2-** Second reading
 - The policy owner presents the proposed policy revisions to the OASAPC during their monthly meeting.
 - Committee members are again given an opportunity to ask questions and provide comments or recommendations for further revisions.
 - The committee takes a vote on the readiness of the policy for institution review. If the policy passes, it will be included in the current month's institution distribution. If the policy does not pass, the policy owner responds to the additional committee feedback and makes further revisions before the next month's meeting.
- **Thursday before institution distribution (generally 9 days later)-** Policy materials due
 - Policy owners with policies in the distribution revised documents to the Office of Administrative Policies graduate fellow for inclusion in the institution distribution.
- **Friday (2 days later)-** Institution distribution
 - Institution representatives (Provosts, CBOs, SSAOs, CDOs, other groups relevant to content of policies included such as CIOs or CHROS, and individuals identified by campus leadership) are sent an email with links to and a brief summary of all policies/procedures being considered that month. This message also may include notice of approved policies, notice of upcoming policy effective dates, and notice of upcoming interim policy action expirations.
 - The length of the institution comment period varies based on the policy content and number of policies in the distribution. The standard period for Office of Academic and Student Affairs policies is 60 days.
- **(60 days later)-** Institution feedback due
 - Policy owners with policies in the distribution are provided the institution's feedback. Policy owners are encouraged to review the feedback with their teams and utilize the fields in the feedback form to internally respond to the feedback and make any necessary revisions.
 - Policy owners provide updates to the OASAPC and the Special Assistant for Governance & Special Initiatives updates the FGAPC in subsequent monthly meetings until the policy is approved.