

Policy Creation and Repository

Office/Contact: Office of the President

Sources/Links:

- [SDBOR 1.2.3 Northern State University Mission Statement](#)
- [SDBOR Policy Manual](#)

NORTHERN STATE UNIVERSITY

Policies and Procedures

SUBJECT: Policy Creation and Repository

NUMBER: 1:1

1. Purpose

The purpose of this policy is to set forth the process for policy and procedure creation at Northern State University and designate a repository for open access by the campus and the public.

2. Context

Northern State University is charged by the South Dakota Legislature with promoting excellence in teaching and learning, supporting research, scholarly and creative activities, and providing service to the State of South Dakota, the region, and beyond. In support of this charge and to increase efficiency and transparency, Northern State University will establish a university policy process and repository to assemble university policies.

University Policies are intended to:

1. Assist the university in accomplishing its mission and clarifying institutional expectations.
2. Support compliance with state and federal laws and Board of Regents policy.
3. Enhance productivity, efficiency and transparency in university operations.
4. Maintain adequate internal controls to safeguard the university's assets.
5. Mitigate institutional risk.

3. Definitions

Policy: A policy is the statement of the general principles that guide university actions and provides an operational framework within which the university functions. University policy has been sanctioned by the South Dakota Board of Regents or the President of the University. University policy has university-wide application.



Procedure: Procedure is an operational process required to implement university policy. If a policy is *what* the university does operationally, then a procedure is *how* the university carries out the policy. A procedure:

- a. Describes the process to implement a policy and is directly tied to university policy.
- b. Includes forms or other resources to carry out the procedure.
- c. Specifies the office or position responsible for implementation or review.

4. Policy

- a. Northern State University policies provide a means for formalized, systematic documentation and communication of policies established by the President and Administration. In the event of any conflict or question with reference to the policies of NSU, the BOR policies, Administrative Rules of South Dakota, and South Dakota codified law shall be deemed controlling in all circumstances.
- b. Northern State University policies will be formulated through the participation of faculty, students, staff and administrators when permissible by law.
- c. The Northern State University Policy & Procedure Manual located on the website hosts official university-wide policies and procedures required and authorized by these provisions.
- d. All policies and procedures contained in the Northern State University Policy and Procedure Repository are official and supersede policies and procedures located elsewhere at the University.
- e. Northern State University Policy and Procedures Repository will be the sole home to NSU policies and procedures and located on the public-facing website of NSU. All other documents should provide links or references to the repository site. Statements of University policy and procedures published elsewhere are not official and may not be current.
- f. University policies will be:
 - a. Presented in a common format on an approved policy template.
 - b. Formally approved using procedures outlined below.
 - c. Kept current by the individuals engaged in developing and maintaining the university policies.
- g. University policies will change only through the stated review process with formal approval by the university President.
- h. College, school, department, or unit policies and procedures that do not apply to the campus as a whole are not published in the Northern State University Policy and Procedure Repository. Such policies and procedures shall not conflict with South Dakota Board of Regents or Northern State University policies and procedures. Conflicts will be resolved in favor of controlling provision. Such policies and guidelines will be reviewed by the cabinet officer overseeing the college, school, department, or unit and shall be maintained in the area of responsibility and made publicly available.

5. Procedures

- a. Proposed policies and policy revisions will be submitted to the President. Policy updates and changes will be sent to relevant governance structures. Either faculty senate, staff council, or both will be notified of the proposed policy or revision, and a copy will be shared with them for review and comment. Policies related to students will be shared with student government/senate. All policies (either new or modified) will be sent to the Shared Governance Committee with opportunity for feedback.
- b. Policies will be reviewed by the President and Executive Leadership Team and revised as appropriate before receiving the final approval of the President.
- c. Final policies will be put into approved template format and posted to the University Policy and Procedure Manual on the university website.
- d. Policies should be reviewed periodically by the office of record to ensure continued accuracy.
- e. The Northern State University Policy and Procedure Repository will be organized similarly to the South Dakota Board of Regents Policy Manual:
 - Section 1: President and Governance
 - Section 2: Academic Affairs
 - Section 3: Student Affairs
 - Section 4: Personnel
 - Section 5: Finance and Business
 - Section 6: Facilities
 - Section 7: Technology
 - Section 8: Research
 - Section 9: Intellectual Property
 - Section 10: Safety and Security
 - Section 11: Centers and Affiliated Units
 - Section 12: Athletics
 - Section 13: Marketing and Communications
- f. Each policy is numbered according to section, followed by the number of that specific policy. For example, 1:1 indicates the first policy within the President or Governance section.
- g. All policies must receive the approval of the President and identify the date they were signed into final policy.

6. Responsible Administrator

The President's Office is responsible for maintenance of the Northern State University Policy and Procedure Repository. The Vice President or chief administrator of each division/unit has responsibility for introducing new policy, reviewing, and revising existing policies using the process outlined above. The University President is responsible for approval of all university-wide policies, unless otherwise delegated.

7. Source History

Approved by President 03/19/2021; Revised 8/2025.

