Policy Number: __BP001EN__
Last Review Date: __16 Nov 2020__

1. PURPOSE
   This policy outlines an effective and consistent process for the development, revision, and management of AUP policies. Accessible and carefully reviewed policies communicate AUP's mission, promote efficiency, reduce risk, and encourage accountability.

2. WHO IS AFFECTED BY THIS POLICY
   Students, Staff, Faculty.

3. POLICY STATEMENT

   - Developing a new policy or a revision to a current policy
     o Proposals for new policies or for policy revisions are made using the Policy Proposal Form.
     o Policy Proposal Forms must include signatures of endorsement of the Issuing Office Senior Manager and one member of the Leadership Team.
     o Policy Proposal Forms may be sent to the Policy Administrator (policies@aup.edu) at any time. In November, the Leadership Team reviews all Policy Proposal Forms received between 1 November and 31 October of the preceding year. Any member of the Leadership Team may request that an urgent policy be reviewed during a regular Leadership Team meeting, by asking that the matter be added to the agenda.
     o If after review, the Leadership Team requires further information or requests substantive changes or revisions to the proposed policy, the policy initiator will have the opportunity to respond within 10 business days. The Leadership Team will then review and either reject or approve the Policy Proposal Form.
     o If the Leadership Team deems it necessary to receive approval of the Board of Trustees or a Board standing committee, the Policy Proposal Form will be brought to the Board of Trustees for approval during its January meeting. The Leadership Team may also elect to obtain outside counsel.
     o The policy is effective on the date of its approval by the Leadership Team (or the Board of Trustees, if applicable).
     o The Policy Administrator publishes the approved policy on the AUP policies website. The Issuing Office is responsible for communicating the policy to the community.

   - Policy review
     o Policies are reviewed every three years unless otherwise specified in the policy. At the start of each academic year, the Policy Administrator will ask Issuing Offices to review all policies that became effective during the calendar year, three years prior. For example, in September 2023, Issuing Offices will review their policies approved during the 2020 calendar year.
     o If after the review the Issuing Office wishes to make substantive changes, it will submit a Policy Proposal Form, to be reviewed by the Leadership Team in November (see above).

   - Retiring a policy
     o Issuing Offices may propose that a policy be retired when it is no longer needed or is combined with another policy. The Issuing Office should use the Policy Retirement Form, collect the required signatures, and send to the Policy Administrator. The Policy Administrator will coordinate the timely approval of the Leadership Team, removal from the policies website, and archiving of the old policy.

   - Policy location
     o AUP will maintain an official policies web page, with the most current approved version of all AUP policies. The policies web page will constitute the official electronic depository for University-wide policies.
     o To ensure an organized system of change control and consistency throughout the University, individual departmental websites should not contain separate copies or versions of University policies. Instead, departmental websites that reference AUP policies and procedures must hyperlink to the documents on the official AUP policies web page. Departments may maintain internal departmental policies and procedures on their websites if they are not identified as and do not conflict with official AUP policies.

4. RESPONSIBILITIES

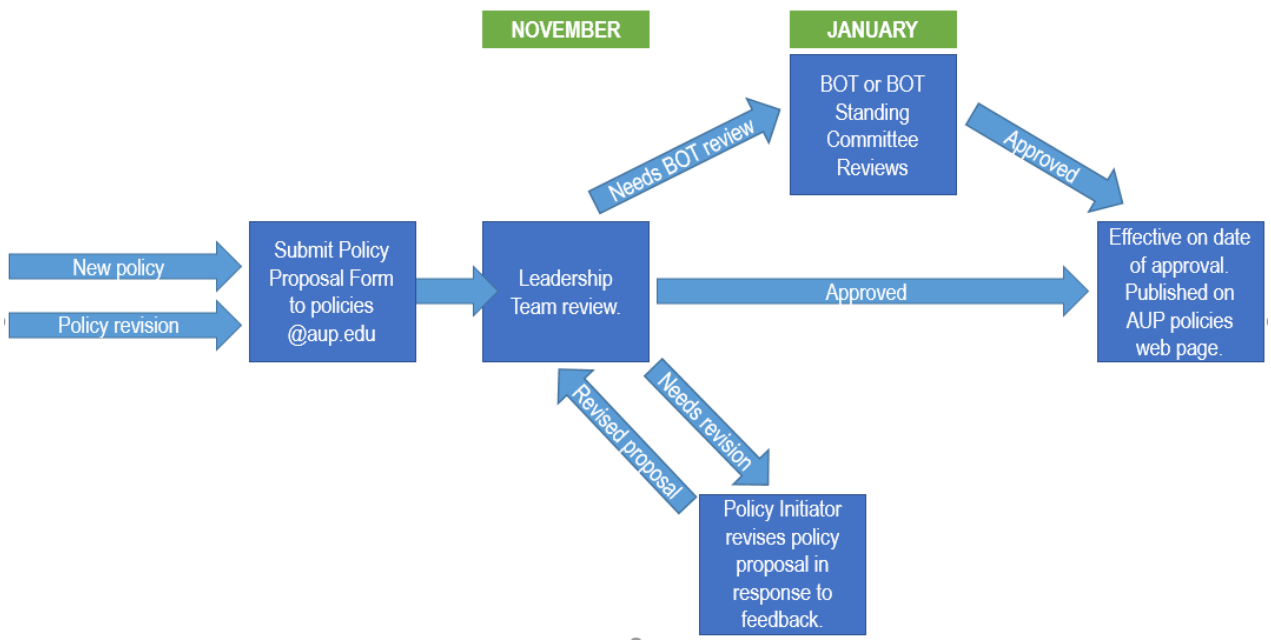|	
Policy Initiator	Person or persons who wish to revise or create new policies. Responsible for drafting language using the Policy Proposal Form, consulting with stakeholders as appropriate, and obtaining Senior Manager and Leadership Team endorsement before submitting form.
Leadership Team	Officers of AUP, as defined by the President and Board of Trustees. Currently VP for Presidential Initiatives, Executive VP for Finance & Administration, Provost, VP and Dean of Student Services, VP of Enrollment Management.
Issuing Office	The office or department that creates and is responsible for communicating the policy to the community, and for periodically reviewing the policy.
Policy Administrator	Shepherds the policy review, revision, and approval process. Is the main point of contact for the AUP community regarding policies and conducts an initial review to ensure consistence in formatting and clarity. Liaises with the Leadership Team, Office of University Communications, Issuing Offices, and Board of Trustees. Publishes approved policies on the University's official policy web page and maintains an archive of retired policies.
Effective Date	The date on which a new policy or revised policy is approved by the Leadership Team or Board of Trustees and therefore becomes an official policy of AUP.

5. DEFINITIONS

Policy	A policy provides specific direction for operations, administration, or programs. Policies enhance the university's mission and operational efficiency, mandate action or constraints, uphold generally accepted and institutionally valued ethical standards, and must be consistent with relevant laws, regulations, bylaws, and rules.
Procedure	A series of steps taken to implement or accomplish the policy. Often included as part of the policy.
Policy Proposal Form	Template used to propose new policies or revisions to existing policies.
Policy Retirement Form	Template used to solicit approvals for the retirement of a policy.

6. APPROVALS & HISTORY

Approved by the Leadership Team on December 13, 2017.
Reviewed November 2020 (updated definition of the Leadership Team).
Next review November 2023.

7. ISSUING OFFICE AND CONTACT

The Office of the President
5, boulevard de La Tour Maubourg
75007 Paris
+33 01 40 62 05 69

NOVEMBER

JANUARY

New policy

Policy revision

Submit Policy Proposal Form to policies @aup.edu

Leadership Team review.

Needs BOT review

BOT or BOT Standing Committee Reviews

Approved

Effective on date of approval. Published on AUP policies web page.

Approved

Needs revision

Revised proposal

Policy Initiator revises policy proposal in response to feedback.

Full Name:	
Responsible Office:	
Email:	
Phone:	
Date:	
Check One:	□ Proposal for new AUP policy (see A below).
	□ Proposal to revise existing AUP policy (see B below).

(A) Proposal to create new AUP policy:

1. PURPOSE
A concise summary (approximately 3-5 sentences) of the overall reason for the policy, including specific regulations, if appropriate.

2. WHO IS AFFECTED BY THIS POLICY
To whom the policy applies and under what conditions: students, staff, faculty, and/or visitors.

3. LEGAL CONTEXT OR REGULATORY BODY
Examples include but are not limited to The Department of Education, French law, United States law, Middle States Commission on Higher Education policies, etc.

4. POLICY STATEMENT
The full text of the policy, including detailed information about the purpose of the policy and details about the policy components. When appropriate, include procedures or steps to accomplish the policy and instructions for reporting and resolving noncompliance with the policy.

5. RESPONSIBILITIES
The AUP offices or individuals referenced in the policy and their roles and responsibilities specific to the policy.

6. DEFINITIONS
Key terms critical to the understanding and compliance of the policy.

7. ISSUING OFFICE AND CONTACT
The office or department that issued the policy and a staff member or position title responsible for the policy.

8. TIMELINE AND COMMUNICATION/IMPLEMENTATION PLAN
Describe steps for communicating and implementing the policy, including responsible parties. Issuing Offices review policies every three years. If this policy should be reviewed or retired before the 3-year default date, specify the desired review date and reasons.

9. ENDORSEMENTS
Names and signatures of Senior Manager and Leadership Team representatives.

Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
Signature:	Signature:

(B) Proposal to revise current AUP policy:

Policy name: _____

Policy number: _____

1. REASON FOR POLICY REVISION AND DESIRED RESULT
    A concise summary of what the revision is meant to accomplish or fix and why.

2. PROPOSED REVISIONS
    Clear description of the proposed changes, including new language, tracked edits, etc.

3. TIMELINE AND COMMUNICATION/IMPLEMENTATION PLAN
    Describe steps for communicating and implementing the policy, including responsible parties.

4. ENDORSEMENTS
    Names and signatures of Senior Manager and Leadership Team representatives.

    Name: _____   Name: _____
    Title: _____   Title: _____
    Date: _____   Date: _____
    Signature: Signature:

POLICY RETIREMENT FORM

Policy Name:	
Policy Number:	
Full Name:	
Responsible Office:	
Email:	
Phone:	
Date:	
Check One:	□ This policy is being eliminated.
	□ This policy is being eliminated and its contents will now be addressed through (insert new policy).

REASON
A concise summary of why this policy is no longer needed or why it is more effectively addressed elsewhere.

APPROVALS

Name of **Issuing Office Representative**:

_____

Signature   Title   Date

Name of **Senior Manager** in Issuing Office:

_____

Signature   Title   Date

Name of **Leadership Team** Representative:

_____

Signature   Title   Date

Approval of **President**

_____

Signature   President   Date

If applicable, approval of **Board of Trustees** (include meeting minutes, resolution, etc.)

_____

Signature   Title   Date