

# CBE Policy & Procedure Approval Process

## CBE Dean's Office Policy and Procedure Development Process

October 3, 2022

### Purpose

The College of Built Environments (CBE) is committed to ensuring shared governance in college-level policy and procedure (P&P) development. Policies and procedures are essential for ensuring values-based decisions that consistently advance our [strategic framework](#).

This document details the roles, responsibilities and timelines associated with developing CBE P&P.

The five offices of the CBE Dean's Office are each led by an associate or assistant dean, each of whom will act as the P&P owner for their respective office. These offices include and are led by:

Office	Led by [title]	Policy Purview
Dean	Dean	Policy and Procedure Process Annual review of chairs and associate and assistant deans
Academic Affairs	Associate Dean for Academic Affairs	Course related policies P&T Study Abroad
Advancement	Assistant Dean for Advancement	Gift Acceptance (including but not limited to): - endowment and term gift review and award - gift and philanthropic grants (in partnership with UA CFR and CBE OR and FAO, as needed) Marketing & Communication Events Alumni & Volunteer engagement Donor & Alumni data

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Finance and Administration	Assistant Dean for Finance and Administration	Human Resources - hiring Human Resources - current employees Budget & Finance Grants (Sponsored Projects) Administration (in collaboration with CBE OR) Service Centers and Agreements (In collaboration with CBE OR) Operations
Research	Associate Dean for Research	Support CBE FAO in Grants (Sponsored Projects) Administration (in collaboration with CBE FAO) Support Advancement in Gifts in support of research Support CBE FAO in Service Centers and Agreements Centers and Labs Oversight Professional Development related to Research Research Communications Internal Grants Communities of Practice
Student Affairs	Associate Dean for Student Affairs	Student conduct Title IX Student Health & Wellness Career services Advising

This guide is owned and approved by the CBE Dean.

## Definitions

**Policies are foundational documents** that serve as the clearly written and easily accessible expression of the college's values and culture. They are an essential means by which CBE provides, especially those systemically less connected or quieter, access to a roadmap for decision-making.

CBE will develop and maintain administrative and educational policies that will supplement (but not infringe upon) already existing UW governance documents (these will include but are not limited to, Administrative Policy Statements (APS), Employment and Administrative Policies (EAP), Faculty Code and Governance (FCG), Student Governance and Policies (SGP), Presidential Orders, Washington Administrative Code, UW

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Finance Policies, UW Office of Research Policies, or any other guiding documents as published in the [UW Policy Directory](#))

**Procedures define how people work within the policy.** providing the roadmap to ensure policy decisions are consistently operationalized and executed and support CBE in providing a fair, consistent, and predictable workplace. They are how we work in the College of Built Environments to achieve policy objectives.

Taken together, **Policy and Procedure documents** are subject to the P&P development process described herein.

**Administrative processes** include documentation that guide faculty, students, and staff in accomplishing day-to-day and routine tasks in support of CBE P&P and are not subject to this P&P development process.

## Related University and CBE Policy

The development of policy is addressed at the University level in the Faculty Code ([Section 21-60](#)), [Executive Order II](#), and in the college in the [CBE Bylaws](#). Given this policy, the CBE College Council and other committees established by the Dean have advisory authority for CBE Policy and Procedure documentation. The CBE College Council may delegate this authority to a standing committee formed to review college Policy and Procedures.

From CBE Bylaws “to advise the Dean on matters of educational policy, including curriculum and academic programs; c) to advise the Dean on matters of budget, including resource and salary allocations and faculty salary policy; d) to advise the Dean on matters of College administrative policy and procedure;”

## CBE Procedure

### 1) Process Triggers:

- a) The Dean, Associate Deans, and Assistant Deans will establish a routine review process for Policies and Procedures that fall within each individual CBE offices under the Dean (accounting for both regular and ad hoc contextual changes such as UW policy updates). They will communicate their established review process to all offices and department chairs, and college councils and committees.
- b) College council or other CBE councils established by the dean (such as Diversity, Student, Staff Councils) may establish ad hoc or routine review processes for Policies and Procedures to advise the Dean, the Associate Deans and Assistant Deans on potential changes.
- c) In addition, all Policies and Procedures should be reviewed in a leadership transition for the roles of Dean, Associate Dean and Assistant Dean.
- d) Administrative processes are purview of the staff who perform those tasks and are not subject to this procedure.

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- e) For minor administrative changes such as changes in personnel or email listed, no further review needed. For substantive changes in CBE policies and associated procedures, the following process should be used.
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- 2) Authorship: The Dean, Associate Deans, or Assistant Deans who lead the CBE office that is charged the work (see table above) will develop Policy and Procedure documentation in consultation with faculty, staff, and students using [this template](#). This will include gathering existing P&P in place in the college and departments and reviewing University Policy.
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- 3) Initial Review: The Dean, Associate Deans, or Assistant Deans who lead the Policy and Procedure development or revisioning effort post the document for CBE comment, notify the faculty, staff and students and invite them to comment on the P&P document as applicable.
    - a) Chairs review
    - b) Councils review (Council, Diversity, Staff, Student)
    - c) The Dean, Associate Deans, or Assistant Deans will organize a 2-week review period for the new or revised P&P. The lead will solicit feedback from applicable stakeholders and will allow for anonymous review. All feedback will be synthesized and included in the Discussion and Rationale of the final P&P document.
    - d) The Dean, Associate Deans, or Assistant Deans will provide the information collected to the CBE College Council and solicit their opinion. The Administrative leadership will then take the feedback into consideration for potential revisions and next steps.
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- 4) Publish to intranet: The Initial Policy and Procedure will be posted for interim use
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- 5) Communication and Training
    - a) Communication: The CBE office who authored the policy will develop a communication plan for dissemination on Final Policy and Procedure.
    - b) The Dean, Associate and Assistant Deans develop training to support implementation
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- 6) During an annual review period (February - April):
    - a) The Dean, Associate Deans, or Assistant Deans will organize, review, and obtain feedback and track comments from the department chairs, program and center directors, and relevant councils of the college, including when applicable but not limited to the College Council, Diversity Council, Staff Council, and Student Council.

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- b) Response: The Dean, Associate Deans, or Assistant Deans respond to feedback and revise Policy and Procedure. Can include written or verbal response to concerns.

- 7) The policy led (Dean, Associate or Assistant Dean) approves the proposed Policy and Procedure. The final Policy and Procedure is then published on the intranet, replacing the interim versions.

Final

Effective Date: October 3, 2022

Last Review Date: February 4-18, 2022

## Dean's Office Contact:

Dean, Renée Cheng rycheng@uw.edu

## Discussion and Rationale

This section includes a summary of the points of concern raised by the faculty review Feb 4 - 18, 2022

### “Related University and CBE Policy” - comments

- this section names the College Council specifically and groups all other councils/committees as "other committees established by the Dean," I suggest naming the CBE Staff Council, Student Council, Diversity Council, Curriculum Committee, etc like is done in the CBE Procedure section #1B, #3B, and #6A

Response: *we included this list of committees in the procedure step 3.*

### “CBE Procedures, Process Triggers” - comments

- if the various college councils/committees are expected to establish ad hoc or routine review processes of P&Ps and advise the Dean, then I think the previous #1a requires an edit like "...They will communicate their established review process to all offices, department chairs, **and college councils and committees.**"

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Response: *Text revised per recommendation.*

## **“Initial Review”** - comments

- is there/will there be a pathway for Faculty, Staff, Students to provide feedback on P&Ps anonymously? and will feedback received be shared publicly (seems like yes based on template "synthesis of CBE comments & rationale" but just confirming)?
- Would be good if all feedback received is made public and once changes are made response to each comment is made public explaining whether it was included or not and why.
- The potential for anonymous comments might also be appreciated given positionality of different stakeholders.
- It would be great if all written comments receive written responses and these are made public.

Response: *added “will allow for anonymous review. All feedback will be synthesized and included in the Discussion and Rationale of the final P&P document.”*

## **“Step 7”** - comments

- Add “The final Policy and Procedure is then published on the intranet, replacing the interim versions.”
- how long is the interim use period after publication of the initial P&P through April annually? and at what point do these interim policies get replaced by the final versions?

Response: *Added “The final Policy and Procedure is then published on the intranet, replacing the interim versions.” to step 7.*