



Revised: February 7, 2024

ADMINISTRATIVE POLICY GROUP (APG)
Policy Proposal Docket

<u>Policy Proposal</u>	<u>Policy Sponsor/Dept.</u>	<u>Proposed at APG</u>	<u>Comment Period Begin</u>	<u>Comment Period End</u>	<u>Status/Notes</u>
POLICIES - APG PROCESS COMPLETED					
International Travel Registration Policy	Gary Collins/IGSD	April 6, 2020	April 9, 2020	May 9, 2020	Approved by President Leshin 5/18/20.
Policy on Participation of Minors in WPI Programs (Interim)	David Bunis/OGC	April 13, 2020	N/A – Interim	N/A – Interim	Effective 4/14/20. Expired 10/14/20.
Purchasing Policy (Interim)	Jeff Solomon/Finance	April 13, 2020	N/A – Interim	N/A – Interim	Effective 4/15/20. Expired 10/15/20.
Title IX Policy (Interim)	OGC/Title IX	August 14, 2020	N/A – Interim	N/A - Interim	New policy to comply with new Title IX regulations; includes large portions of Sexual Misconduct Policy as allowable per new Title IX regulations. Effective 8/14/20. Interim status extended through 7/31/21.
Sexual Misconduct Policy (Interim)	OGC/Title IX	August 14, 2020	N/A – Interim	N/A - Interim	Revised (minimally) in compliance with new Title IX regulations. Effective 8/14/20. Interim status extended through 7/31/21.
Network Security Policy	Patty Patria/IT	April 13, 2020	April 24, 2020	May 24, 2020	Approved by President Leshin on 9/18/20.
Access to User Electronic Information Policy	Patty Patria/IT	April 13, 2020	May 5, 2020	June 4, 2020	Approved by President Leshin on 9/18/20.
Purchasing Policy	Jeff Solomon/Finance	September 9, 2020	September 10, 2020	October 10, 2020	Approved by President Leshin on 10/28/20. This policy was superseded by the Business Expense Policy.

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International Travel Risk Policy	Gary Collins/The Global School	September 23, 2020	September 24, 2020	October 24, 2020	Approved by President Leshin on 11/2/20.
WPI-Managed Cellular Device Purchasing Policy	Jeff Solomon/Finance	September 30, 2020	October 1, 2020	October 31, 2020	Approved by President Leshin on 11/19/20.
Participation of Minors in WPI Programs Policy	David Bunis/Office of the General Counsel	September 30, 2020	October 1, 2020	October 31, 2020	Approved by President Leshin on 11/19/20. (This policy was previously in interim status.)
Computer Systems Purchasing Policy	Patty Patria/IT	September 30, 2020	October 1, 2020	October 31, 2020	Approved by President Leshin on 11/19/20.
Background Check Policy	Michelle Jones-Johnson/Talent & Inclusion	October 28, 2020	October 30, 2020	November 29, 2020	Approved by President Leshin on 12/10/20.
Restricted Use Data Policy for Third Party Service Providers	Patty Patria/IT	March 3, 2021	March 8, 2021	April 7, 2021	Approved by President Leshin on 4/19/21.
Catering Services and Off-Campus Dining Policy	Jeff Solomon/CFO	April 7, 2021	April 12, 2021	May 12, 2021	After review of comments received, APG withdrew this policy proposal on 5/26/21.
Fleet Safety Policy	EHS/OGC	March 31, 2021	April 2, 2021	May 2, 2021	Approved by President Leshin on 6/10/21.
Professional Services Policy	Jeff Solomon/CFO	April 7, 2021	April 12, 2021	May 12, 2021	Approved by President Leshin on 6/10/21.
Title IX & Sexual Misconduct Policy (Interim)	Title IX Coordinator	August 14, 2020 February 7, 2022	February 14, 2022	March 31, 2022	Approved revised version of policy as interim by President Leshin through 12/31/22.
Travel Expense Policy	Mary Calarese/Finance	March 3, 2021	March 8, 2021	April 7, 2021	This policy has been withdrawn.
Business Expense Policy	Olga Klochkova/Finance	December 9, 2021	January 20, 2022	February 19, 2022	Approved by President Leshin on 4/13/22. (This policy supersedes the existing Purchasing Policy.)

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Acceptable Use Policy	Patty Patria/IT	March 30, 2022	April 1, 2022	May 1, 2022	Approved by President Leshin on 5/12/22.
Remote & Flexible Work Policy	Alicia Mills/Talent & Inclusion	June 2, 2021 (APG notified by email) April 13, 2022	April 14, 2022	May 13, 2022	Approved by President Leshin on 5/12/22.
Animals on Campus Policy	Amy Curran/Office of Accessibility Services	Oct. 12, 2022	November 16, 2022	December 16, 2022	Approved by President Soboyejo on 3/31/2023.
Indemnification Policy for Faculty, Professional Staff and All Other Employees	David Bunis/OGC	Sept. 15, 2022 Nov. 9, 2022	November 16, 2022	December 16, 2022	Approved by President Soboyejo on 3/31/2023.
Signature Authority Policy	Mike Horan/Finance David Bunis/OGC	March 28, 2023	March 29, 2023	May 1, 2023	Approved by President Wang on 5/29/2023.
Interim Policy Prohibiting Entering Confidential Information into Generative AI	Vijay Menta/IT	November 29, 2023	N/A	N/A	Approved by President Wang for Interim status effective 12/4/2023
POLICIES – APG PROCESS PENDING					
Entertainment, Meals and Travel Expense Policy	Mike Horan/Finance	Sept. 27, 2023	Sept. 29, 2023	Oct. 29, 2023	Comment period ended October 29, 2023. Revising based on comment feedback.
Dynamic Distribution Mailing List Policy	Vijay Menta/IT	Jan. 31, 2024	Feb. 7, 2024	March 8, 2024	Currently in the comment period.