



## ADMINISTRATIVE POLICY GROUP PROCESS

### 1. PURPOSE

WPI's institutional administrative policies protect the integrity of our mission, reputation and operations; promote compliance with laws and regulations; and support the management of institutional risks. All institutional administrative policies shall be developed, approved and published on the [WPI Policies](#) website in accordance with this process.

### 2. SCOPE

This process applies to the development, approval and publication of institutional administrative policies. This process does not apply to:

- A. The process for “initiating, considering, and making recommendations on questions of educational policy and problems arising therefrom. A question is one of educational policy to the extent that it bears upon conditions facilitating instruction, study, research, publication, and other scholarly or cultural activities of faculty members and students” as set forth in the Faculty Handbook at p. 1-5. The faculty governance process will continue to be applied to such policies;
- B. Minor revisions to existing institutional administrative policies, including clarifications, non-substantive changes, and updates to reflect, for example, new position titles, new contact information, or new website addresses.

Any questions about which process applies to a particular policy shall be resolved first by the Administrative Policy Group (see below) and then, if necessary, by the President.

### 3. THE ADMINISTRATIVE POLICY GROUP

The Administrative Policy Group (“APG”) is a cross-functional team with exclusive responsibility for creating, revising, recommending, and publishing institutional administrative policies. The APG shall include Vice Presidents or their designees from: Academic Affairs, Administration & Finance, Admissions & Financial Aid, Advancement, Athletics, Facilities, Information Technology, Marketing & Communications, Student Affairs, and Talent & Inclusion. APG shall also include the Chair, or designee, of the Faculty Committee on Technology Policy (CITP) and the Chair, or designee, of the Faculty Committee on Financial and Administrative Policy (FAP). The President appoints all APG representatives except for the two Faculty representatives. The Executive Vice President and Provost will co-chair the APG. The General Counsel will serve as Secretary.

### 4. PROCESS

The following steps are flexible guidelines rather than hard and fast rules. The intention is that the process and timeline for each administrative policy can be tailored on a case-by-case basis.

**Step 1:** Any member of the WPI community may submit to the APG a policy proposal to create a new institutional administrative policy or revise an existing policy.

**Step 2:** The APG co-chairs present the proposal to the APG. Following discussion, the APG will:

- a) designate a policy sponsor(s) who will have responsibility for drafting the policy and working with stakeholders and interested parties as directed by the APG;
- b) if necessary and appropriate, create a working group of APG members and other stakeholders with an interest in the proposed policy; and,
- c) develop a policy approval plan, including a timeline for completion of the APG process.

Proposed policies should be reviewed by the Office of the General Counsel to ensure legal compliance.

**Step 3:** The APG posts a draft of the proposed policy on the [APG website](#) together with a message to the WPI community inviting comments. The comment period should last for thirty (30) days, and should not take place over the summer. Additionally, APG members should gather feedback on the policy from their constituent groups and communicate the feedback to APG for further consideration.

**Step 4:** The APG (or APG working group if one has been appointed) meets to discuss comments (if any) and decide whether any comments should be incorporated into the policy. Thereafter, the policy sponsor should submit a final policy proposal to the APG.

**Step 5:** The APG forwards the policy proposal to the President together with APG's recommendation to approve or reject the proposed policy. In cases where there is a substantial disagreement among APG members, the APG may submit a report to the President describing the basis for the disagreement.

**Step 6:** The President may: (a) approve the policy, (b) reject the policy, (c) send the policy back to the APG for further consideration, or (d) as appropriate and necessary, submit the policy for approval by the Board of Trustees.

**Step 7:** Once approved by the President (or the Board of Trustees), the APG: (a) posts the policy on the WPI Administrative Policies website, and (b) informs the WPI community of the policy.

## 5. INTERIM POLICIES

It may be necessary for the President, after notifying the APG, to approve new or revised institutional administrative policies on an interim basis in order to comply with legal requirements or for other compelling reasons. An interim policy will remain in force pending completion of the APG process, or for up to six months from the date of issuance, whichever occurs first.