Policy Design and Review Draft Quality Assurance Policy



|  |  |
| --- | --- |
| **Responsible Executive** | **Vice Chancellor** |
| **Responsible Division** | **Directorate of Quality Assurance** |
| **Approved By** |  |
| **Date Approved** |  |
| **Review Date** | **After every four (4) years** |
| **Stakeholders affected by this policy** | **All categories of staff and students of University of Nigeria Nsukka as well as their partners (JAMB, ALUMINI, FGN and local and International****collaborators)** |

Table of Contents

[1. Purpose 3](#_Toc180674657)

[2. Scope 3](#_Toc180674658)

[3. Objectives 3](#_Toc180674659)

[4. Policy Development Process 3](#_Toc180674660)

[5. Policy Review Process 4](#_Toc180674661)

[6. Responsibilities 4](#_Toc180674662)

[7. Quality Assurance and Continuous Improvement 4](#_Toc180674663)

[8. Review and Reporting 5](#_Toc180674664)

[9. Compliance and Enforcement 5](#_Toc180674665)

[10. Conclusion 5](#_Toc180674666)

# **1. Purpose**

The purpose of this policy is to establish a structured framework for the development, implementation, review, and continuous improvement of the policies at the University of Nigeria. The policy ensures that all institutional policies are transparent, relevant, and aligned with the university’s strategic goals, legal obligations, and best practices.

# **2. Scope**

This Quality Assurance policy applies to all academic, administrative, and operational policies of the university, including:

* Academic Policies (e.g., admissions, grading, academic integrity)
* Administrative Policies (e.g., human resources, financial management)
* Student Welfare Policies (e.g., counseling, health, safety)
* Research and Innovation Policies
* Governance and Compliance Policies

# **3. Objectives**

The QA policy aims to:

* Ensure that all policies are designed through a standardized process that involves stakeholder consultation, risk assessment, and alignment with legal and regulatory requirements.
* Establish regular review cycles to keep policies up-to-date, effective, and relevant.
* Promote transparency and accountability in policy design and implementation.
* Foster a culture of continuous improvement in policy development and review processes.
* Ensure consistency and coherence across all policies, minimizing redundancy and contradictions.

# **4. Policy Development Process**

The following steps outline the standard process for policy development:

1. **Initiation**: A need for a new policy or revision of an existing policy is identified by relevant stakeholders (e.g., management, academic departments, students, external regulations).
2. **Consultation and Engagement**: A working group is formed comprising representatives from various stakeholder groups (e.g., academic staff, administration, students) to gather input and expertise.
3. **Drafting**: The policy drafting team, under the guidance of the policy office, creates a draft policy document based on the consultation outcomes, benchmarking best practices, and ensuring compliance with relevant laws and standards.
4. **Review and Approval**: The draft policy is circulated for review by relevant committees, such as the Academic Senate, Executive Board, or Legal Counsel, and any necessary revisions are incorporated.
5. **Final Approval**: The final policy is submitted for approval by the governing body (e.g., University Council or Senate) before being formally adopted.
6. **Communication**: Once approved, the policy is disseminated through appropriate channels (e.g., university website, internal bulletins, policy manuals) to ensure all stakeholders are aware of it.

# **5. Policy Review Process**

Policies must be reviewed periodically to ensure their relevance, effectiveness, and compliance. The following guidelines govern the review process:

* **Review Cycle**: Each policy will have a set review cycle, typically every 3 to 5 years, unless external regulations or internal needs necessitate an earlier review.
* **Review Team**: A designated review team or committee will assess the policy based on feedback from users, changes in regulations, or institutional needs.
* **Evaluation Criteria**: Policies will be reviewed based on their effectiveness, clarity, alignment with strategic goals, legal compliance, and relevance to the university’s evolving environment.
* **Stakeholder Input**: Feedback will be solicited from relevant stakeholder groups, including staff, students, and external partners, as part of the review process.
* **Revisions and Approvals**: If revisions are necessary, the revised policy will undergo the same consultation and approval process as new policies before it is re-adopted.

# **6. Responsibilities**

* **Quality Assurance Unit/Directorate**: Responsible for overseeing the development, implementation, and review of university policies, ensuring that processes are followed and deadlines for reviews are met.
* **Policy Owners**: Each policy will have an assigned owner (e.g., department head, administrative office) responsible for ensuring the policy is followed and proposing revisions when needed.
* **University Management**: Ensure that policies are aligned with institutional goals and that resources are available for their implementation and review.
* **Stakeholders (Staff, Faculty, Students)**: Provide feedback and participate in consultations during both the design and review phases of policy development.

# **7. Quality Assurance and Continuous Improvement**

To ensure the quality of policies, the following measures will be implemented:

* **Monitoring and Evaluation**: The effectiveness of policies will be monitored through feedback from users, audits, and performance indicators.
* **Feedback Mechanisms**: Formal mechanisms (e.g., surveys, suggestion boxes) will be established to gather feedback on policies from staff, students, and other stakeholders.
* **Benchmarking**: The university will benchmark its policies against those of similar institutions to ensure alignment with national and international standards.
* **Training and Awareness**: Regular training sessions and awareness campaigns will be conducted to ensure that stakeholders are informed about new or revised policies.

# **8. Review and Reporting**

* The Policy Office will compile an annual report summarizing all policy design and review activities, including the status of policies under review, feedback from stakeholders, and any policy gaps identified.
* This report will be submitted to university management for consideration and to guide future policy developments.
* The QA policy itself will be reviewed every five years to ensure it remains effective and relevant.

# **9. Compliance and Enforcement**

All university policies must comply with the standards and processes outlined in this QA policy. Non-compliance with policies or failure to follow the design and review process may lead to further investigation and corrective measures.

# **10. Conclusion**

This Quality Assurance policy is designed to ensure that the university’s policy design and review processes are transparent, inclusive, and aligned with the institution’s strategic goals and regulatory requirements. By adhering to this policy, the university commits to continuous improvement and the highest standards of governance.