

UNIVERSITY GUIDEBOOK

Subject: Development of Policies

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Approved:	June 2, 1997		
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Authority: “The Board shall do all things necessary for the creation, proper maintenance, and successful continuous operation of the university.” (*ORC*, Section 3356.03, cited in *Bylaws, Board of Trustees*, p. 2)

RESOLUTION NUMBERS: YR 1997 - ; YR 2007 - 27

Purpose: Policies provide guidance to administrators in reaching decisions with respect to the particular matters entrusted to their care to accomplish the mission and goals of the University. Policies are defined as general principles or statements of intent or direction. Policies are typically brief and provide a framework within which the University is expected to operate. All Policies are approved by the Board of Trustees.

Action Steps:

1. A new institutional policy or a proposed revision of an existing policy may be initiated by the individual accountable for any department or unit, such as a chairperson, director, executive director; Senates; Councils; and Committees. The formal submission of a new or revised policy shall originate from a divisional Vice-President or Senior Executive; the President; or the Board of Trustees. Each division vice-president or senior executive is responsible for ensuring that all existing policies assigned to his/her division are reviewed for possible revision on a three year cycle.
2. When revising existing Policies, proposed modifications should be clearly identified and contrasted with existing language. A new policy should contain a policy title, policy statement, effective date, definitions if appropriate, and procedures if appropriate.

3. A draft copy of the new policy or the revised policy should be first forwarded to the Cabinet and then to departments, units, committees, or others affected, for timely review and feedback to the individual initiating the review. The policy will also be reviewed by the individual(s) or committee designated by the President for consistency with existing policies and state and/or federal laws and regulations.
4. The President may utilize any appropriate council, committee or forum to obtain campus-wide perspective or input.
5. After all reviews have taken place, the person initiating the new or revised policy may modify the proposal based on the above review process. If this is the case, the final draft will be again circulated by the initiating person to the Cabinet for final review. The President will then submit the final draft to the Board for approval.
6. After the Board has approved the Policy statement, the Office of the President will complete the "Authorization" sections of the form. In the case of a revision, the date of the most recent revision will be recorded. The policy will then be appropriately distributed and posted on the University web site.