

Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.00
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		EFFECTIVE DATE:	2 / 2 5 / 9 0
SUBJECT:	POLICY ON POLICIES AND PROCEDURES	RECOMMENDED BY:	President's Council
		APPROVED BY:	

A. POLICIES

It is the policy of Shawnee State University to document and communicate policy statements applicable throughout the University. Approved policy statements will be published and distributed in the University Policies and Procedures Manual and made available to individual employees through the various departments and through the Library.

1.0 Purpose

Policy objectives of the University Policies and Procedures Manual include the following:

- 1 .1 To inform employees of major University policies;
- 1 .2 To provide a set of guidelines for supervisor decision making;
- 1.3 To identify authority and responsibility for policy administration;
- 1 .4 To provide a framework out of which specific procedures can be developed; and
- 1 .5 To provide a point of reference for reviewing policies and practices.

2.0 Generation of Policy Statements

Policies may be proposed by the faculty, staff, and students of the University.

3.0 Review of Policy Statements

Policies will be reviewed and possible amended by the appropriate University personnel, such as the appropriate vice-president and/or President. Appropriate University personnel in the case of academic policies will include the UFA. Proposed policies will be shared with all appropriate organized constituencies.

4.0 Recommendation, Approval ,and Authorization

Following review and comment, these policy statements must be approved by the appropriate University personnel, including the President, and, in the case of academic procedures, the UFA. Proposed policies are then reviewed by the appropriate committee of the Board of Trustees, which recommends action by the Board.

5.0 Presidential Approval of Operating Policies and Procedures

Vice presidents may develop policies that place Board policies into operation by the units reporting to them. In such instances, affected employees will provide advice to the vice presidents. Vice presidential and presidential approval shall be required for operating policies and such policies shall be presented to the Board for information.

6.0 Distribution and Individual Responsibility

- 6.1 The Office of the President shall be responsible for establishing custody and distributing copies of the to the University Policies and procedures Manual to the Vice Presidents, Deans, Chairs, Library, and other appropriate University personnel. Manuals will be available for review by all employees.
- 6.2 Supervisory personnel will be accountable for the following in their respective areas of responsibility:
 - 6.2.1 Maintaining up-to-date University Policies and Procedures Manuals: and
 - 6.2.2 Providing clarification of policy statements to employees as needed.
- 6.3 Individual employees will be responsible for the following:
 - 6.3.1 Being informed about University policies; and
 - 6.3.2 Complying with University policies.

B. PROCEDURES

It is the policy of Shawnee State University that each functional unit may develop procedural guidelines consistent with the University policies contained in the University Policies and Procedures Manual.

7.0 Purpose

The purpose of a procedure include the following:

- 7.1 To prescribe operations, rules and regulations needed to implement specific University policies within one or more operational units;
- 7.2 To provide opportunity for efficient communication of procedural changes; and
- 7.3 To provide a reference for informing and/or training new employees.

8.0 Generation of Procedural Statements

Procedural statements will be generated as a part of the policy process or through appropriate personnel in functional units.

9.0 Review o Procedural Statements

Procedural statements will be reviewed and possibly amended by University personnel, such as the appropriate vice-president and/or President to ensure that procedural statements are consistent with University policy. Procedural statements will be forwarded to the President for further review and circulation to other appropriate personnel for review and comment; for academic procedures, this will include a review by the UFA.

10. Recommendation and Approval

Following review and comment, all procedural statements must be approved by the appropriate University personnel, including the President, and, in the case of academic procedures, the UFA.

11.0 Distribution and Individual Responsibility

- 1 1.1 The Office of the President shall be responsible for establishing custody and distributing copies of the University Policies and Procedures Manual to the vice presidents, deans, chairs, Library, and other appropriate University personnel. Manuals will be available for review by all employees.
- 11.2 The appropriate vice president will be responsible for custody and distribution of unit-specific procedures to supervisory personnel.
- 11.3 Supervisory personnel and individuals are accountable as specified in 6.2 and 6.3 (above.)