Shawnee State University

POLICY TITLE:	POLICY ON POLICIES AND PROCEDURES
POLICY NO. :	5.00REV
ADMIN CODE:	3362-5-01
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/08/20
NEXT REVIEW DATE:	05/2023
RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOT

1.0   PURPOSE

Board of Trustees approved policies reflect the Board's principles for University governance and set direction for institutional decision-making and practices. The purpose of this policy is to ensure a uniform process for the adoption and review of Board of Trustees approved policies and the establishment of supporting procedures.

2.0   POLICIES SUBJECT TO BOARD APPROVAL

2.1   In general, policies that address subjects of significance to the University or that could substantially impact the University are appropriate for Board review and approval.

2.2   Policy subjects that are appropriate for Board of Trustees approval include, but are not limited to, the following:

2.2.1   Core functions of the University

2.2.2   Matters required by law to be the direct responsibility of the Board;

2.2.3   Matters that address state or federal requirements;

2.2.4   Matters that utilize or have the potential to utilize significant University resources;

2.2.5   Auxiliary operations of the University; and

2.2.6   Matters directed by the Board.

2.3 Board policies may only be enacted, amended or rescinded with approval by the Board of Trustees. Amendments of a non-substantive nature must comply with procedures promulgated under this policy 5.0, but do not require Board approval.

3.0 PROCEDURES

3.1 Procedures may only be enacted, amended or rescinded with approval by the President.

3.2 Procedures serve to effectively administer or implement a policy, so long as they are within the scope or framework of the policy. A Board policy may also direct that specific areas or topics be addressed through an underlying procedure

4.0 POLICY & PROCEDURE FORMULATION AND REVIEW PROCESS

4.1 The President is responsible for establishing a procedure to implement this policy that will identify a system and process for developing new policies for Board of Trustees approval and to ensure the regular review of existing Board policies. The President is also responsible for establishing a system for the development and approval process for procedures.

4.2 The President will report, at least annually, to the Board of the administration's review of existing policies and procedures.

History
Effective: 02/25/90
Revised: 05/08/2020; 05/08/15; 09/14/12

Applicable Procedure: 5.00 Policy and Procedure System and Review Process