

# Shawnee State University

SUBJECT: POLICY ON POLICIES AND PROCEDURES	POLICY NO. :	5.00REV
	ADMIN CODE:	3362-5-01
	PAGE NO.:	1 of 2
	EFFECTIVE DATE:	09/14/12
	NEXT REVIEW DATE:	09/14/15
	RESPONSIBLE OFFICER(S):	PRESIDENT
	APPROVED BY:	BOT

## 1.0 PURPOSE

- 1.1 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.
- 1.2 Board of Trustees approved policies reflect the Board's principles for University governance and set direction for decision-making and accountability. The University administration is responsible for establishing procedures to amplify and implement Board approved policies.

## 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 Trustee approval include, but are not limited to, the following:
  - a) Core functions of the university
  - b) Matters that are required by law to be the direct responsibility of the Board;
  - c) Matters that address major state or federal requirements;
  - d) Matters that could utilize significant University resources;
  - e) Auxiliary operations of the university; and
  - f) Matters that are directed by the Board.
- 2.3 Board policies may only be amended or rescinded with approval of the Board of Trustees.

### 3.0 PROCEDURES

University administrators, under the direction of the President, are responsible for creating procedures to effectively implement Board of Trustees approved policies. Procedures will be created, pursuant to the applicable Board policy and may also be created to appropriately administer any Board policy.

### 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 similar 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: Replaces 5.00 (*Eff. 2/25/90*)

Applicable Procedure: [5.00 Policy and Procedure System and Review Process](#)