

# Shawnee State University

POLICY TITLE:	POLICY ON POLICIES AND PROCEDURES
POLICY NO. :	5.00 REV
ADMIN CODE:	3362-5-01
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
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 Trustee 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2.3 Board policies may only be enacted, amended or rescinded with approval by the Board of Trustees

### 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3.1 Procedures may only be enacted, amended or rescinded with approval by the President.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: 05/08/15; 09/14/12

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