



FORMULATION AND ISSUANCE OF UNIVERSITY POLICIES

General University
1-7001
February 2016

PURPOSE:

This policy establishes the Oklahoma State University Center for Health Sciences policy process and protocol for policy review and recommendation.

POLICY:

OSU CHS formally approves, issues, and maintains in a consistent format university policies in a central policy library. Individuals engaged in developing and maintaining OSU CHS policies must follow the requirements outlined in Policy Committee procedures for drafting, approving, revising, and withdrawing university policies.

OSU CHS has established a standard policy document and review process to achieve consistency, appropriateness, and ease of understanding, ease of access to, and compliance with university policies. The President charged the Policy Committee with the responsibility to manage this standard document and process and related systems, and to assist others to engage them effectively. The Policy Committee reviews and advises the President regarding all policy requiring the President's approval, including policy categories defined below.

With the approval of the executive leadership of OSU CHS, a policy owner may establish requirements of the OSU CHS community that relate to his or her jurisdiction. In this way, OSU CHS policies connect the university's mission to individual conduct, clarify institutional expectations, support compliance with laws and regulations, mitigate institutional risk and enhance productivity and efficiency in OSU CHS's operations.

DEFINITION:

University Policy

Written and published documents that govern the management of OSU CHS affairs. With institution-wide application, university-wide policy is approved at the executive level. University policy must be thoroughly reviewed, maintained and published by the Policy Committee for the university community.

CHS Executive Committee Policy

The CHS executive committee is made up of the Provost, Chief Operating Officer, and Vice President of Administration and Finance. The CHS executive committee has delegated authority from the president for approval of general academic and other management policies that affect more than one college, school, or department. The CHS executive committee may exert this authority through directives to deans or the faculty as a whole, and may also sub-delegate specific authority over a particular area of policy to the Faculty Senate, Academic Deans, Policy Committee, or other duly constituted body or to specific university office or personnel.

Academic Policy

Academic Policy at the campus level is developed and revised by the OSU CHS Faculty Senate, in accordance with the authority granted to it by the Board of Regents, and as may be delegated to the President and executive committee. The distinction between university-wide policies and



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those “owned” by or delegated to units, as well as those internal to the Faculty Senate under the OSU CHS Bylaws must be respected. Issues regarding such policies should be referred to the appropriate body by the Policy Committee.

Administrative Policy

Administrative practices and procedures are developed, revised, and approved when appropriate by respective divisional vice presidents and unit heads. The Policy Committee may, for the benefit of the university community, opt to include administrative practices and procedures in the online repository of university policy.

Board of Regents (BOR) Policy

Board of Regents policy is the framework under which all Oklahoma A&M College campus administrators must operate. All such administrators are responsible for implementation of and compliance with BOR policy. University policies frequently express the university’s implementation of BOR policy.

OSU Stillwater Policy

OSU Stillwater has established policies that apply to the Stillwater campus and some explicitly apply system-wide to multiple branch campuses, including OSU CHS. In the absence of OSU CHS specific policy, it is implied that OSU CHS follows OSU Stillwater policy.

DOCUMENT HISTORY:

Approved by OSU CHS Executive Team: February 2016