**3356-1-10 Development and authorization of institutional procedures.**

Previous Policy Number: 0002.00

Responsible Division/Office: Office of the President

Responsible Officer: President

Revision History: June 1997; March 2010; March 2016

Board Committee: University Affairs

**Effective Date:** **March 16, 2016**

Next Review: 2021

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(A) Policy statement. The university’s board of trustees empowers the president to adopt and implement rules and regulations consistent with board policies which are necessary for the operation of the university.

(B) Purpose. To provide guidance for the establishment of institutional procedures to insure the effective operation of the university.

(C) Definition. “Institutional procedures” are defined as operating guidelines established by the university to assist in the implementation of university policies established by the board of trustees.

(D) Parameters.

(1) An institutional procedure shall describe the scope and directive of the procedures and reference any applicable board policy.

(2) Institutional procedures may be developed or revised by the president, his/her designee, or the individual accountable for any department or unit (chairperson, director, executive director, etc.). Senates, councils, and committees may also develop or revise institutional procedures through the appropriate department or unit.

(3) Accuracy of the procedures is the responsibility of the individual accountable for the development of the procedure.

(E) Procedures.

(1) A new institutional procedure shall be noted as such during the review process. Proposed revisions to an existing institutional procedure shall be clearly identified and contrasted with existing language.

(2) A draft of a new or revised procedure shall be forwarded to the appropriate divisional vice president for timely review and feedback. After review within the division, the appropriate vice president shall forward the procedure to the president to determine if further review is necessary.

(3) The president may utilize a university body to facilitate discussion and obtain campus-wide perspective and input.

(4) After all reviews have been completed, the appropriate divisional vice president, or his/her designee, shall insure that the procedure includes a designation of the responsible division/office, an effective date, and is published on the web page of the division/office responsible for its implementation.

(5) Institutional procedures should be reviewed on a regular basis to insure relevance and applicability.