

<b>Policy Number</b>	401.000
<b>Policy Title</b>	POLICY ON POLICIES
<b>Responsible Officers</b>	Provost
<b>Responsible Offices</b>	Provost
<b>Summary</b>	The following policy addresses the process for the formulation, approval, implementation, promulgation, dissemination, revision, interpretation, and monitoring-for-adherence of official University policies and procedures.
<b>Definitions</b>	<p><i>Policy:</i> A governing principle formally approved and established, providing guidance, assistance, and direction to the University community in the conduct of the University or Department.</p> <p><i>Procedures:</i> Statements that set forth the manner for implementing policy through prescribed and clearly delineated processes and actions to assure policy compliance.</p> <p><i>University Policy:</i> Policies that have institution-wide application, support the University's mission, impact a substantial portion of the University community, or emanate from authority delegated to the President by the Board of Trustees to manage the institution or comply with federal and other regulations. Policies specific to Ben Lippen School or other subsidiaries of the University are maintained outside of the University policies unless indicated otherwise.</p> <p><i>Departmental Policies:</i> Policies or procedures issued by a College or Department that relate to matters of interest only to that particular College or Department and/or that set forth procedures by which it shall carry out the University policies. Departmental policies and procedures are approved by the Responsible Officer before implementation and cannot contradict or override University policies.</p> <p><i>Responsible Office:</i> The Responsible Office creates, revises, interprets, implements, promulgates and monitors for adherence all policies and procedures within its purview.</p> <p><i>Responsible Officer:</i> The Responsible Officer is the principal of the Responsible Office who is charged with carrying out the responsibilities of the Responsible Office, including the implementation and oversight of policy administration. The Responsible Officer engages in the identification of existing University policies, recommends and submits new policies or revisions to existing policies, and recommends rescission of existing policies to the Academic and Administrative Councils. The Responsible Officer cannot delegate the authority to perform as a Responsible Officer.</p>
<b>Approving Body</b>	The Academic Council; The Administrative Council
<b>Approval Date</b>	December 2016, February 13, 2017
<b>Last Revision</b>	December 2016, February 13, 2017
<b>Re-evaluation Date</b>	Fall 2021
<b>Departmental Impact</b>	All University

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

## POLICY STATEMENT

Columbia International University shall have a process that formally addresses the formulation, approval, implementation, promulgation, dissemination, revision, interpretation, and monitoring-for-adherence of official University policies and procedures. The purpose of the University Policy on Policies is to seek to provide the University community with easily accessible and understandable policies that provide faculty, staff and students with clear and concise guidelines, transparency and clarity on how the University conducts business.

University policies are those that have institution-wide application, support the University's mission, impact a substantial portion of the University community, or emanate from authority delegated to the President by the Board of Trustees to manage the institution or comply with Federal and other regulations.

Persons responsible for writing, updating, and distributing University policies shall comply with the conditions and procedures that are outlined in this document.

Approved "University" policies are maintained on the University's policy website by the Office of the Provost.

## **RATIONALE**

University policies shall be developed or updated and made accessible to all relevant CIU stakeholders and operating units in a timely manner to: 1) ensure the orderly, effective and efficient operation of the University; 2) ensure compliance with policy objectives; and 3) establish the accountability of operating units and individuals affected by each policy. University policies shall be developed and disseminated, kept current, and made accessible to all relevant departments in a timely manner.

## **IMPLEMENTATION/PROCEDURES**

### *Policy Ownership*

New and existing policies shall be assigned to a Responsible Officer. The Responsible Officer shall also be accountable for initiating, amending and recommending rescission of policies.

### *Policy Management*

Structure and Organization of University Policies - Policies shall be assigned a number by the Office of the Provost under one of the following series headings:

#### **Series 100 – Academics and Research**

Academic policies related to faculty, staff, students and student research.

#### **Series 200 – Administration, Facilities and Public Safety**

A broad range of policies related to general administration, use and care of facilities, and policies concerning the safety of faculty, staff, students, and guests.

#### **Series 300 - Business and Finance**

Policies guiding the accounting for and management of the University's assets, and other financial matters. (Policies relating to accounting, budgeting, procurement, travel, financial aid and other financial functions)

#### **Series 400 – Governance, Risk and Compliance**

Broad range of policies related to ethics and standards of conduct, liability mitigation, values and principles, and other institutional issues. (Governance - Umbrella policies that provide the framework for administration to implement and comply with the intent of the Board of Trustees. Compliance & Risk– Policies concerning appropriate conduct and/or compliance with the law)

#### **Series 500 – Human Resources (Employment, Benefits and Workplace Policies)**

Policies, rules, and related procedures and information impacting a working relationships with the university for all employee groups.

#### **Series 600 – Student Life**

Broad range of policies related to all facets of student life from admission through graduation, including athletic program policy.

#### **Series 700 – Information Technology**

Broad range of policies related to information and technology management. (Policies that cover systems, access, data and related issues)

#### **Series 800 – External Relations and Fundraising**

Policies related to managing relationships with groups, organizations and other entities external to the University, including alumni relations.

### *Policy Format*

University policies shall be written and maintained in a standardized format. The standardized University policy format is provided as “Columbia International University Policy Format.” A template is available from the Office of the University Provost.

### *Policy Preparation Process and Approval Process*

Proposed or revised policy shall be prepared in accordance with the prescribed format and submitted to the Responsible Officer for consideration and appropriate action. The Responsible Officer shall provide for substantial review by all key stakeholders prior to submission to the Academic and Administrative Councils. The Councils may require the Responsible Officer to appear before the Council to discuss the rationale for proposing, revising, or rescinding policy. Policies requiring additional review or approval by an outside auditor or accreditor will be done prior to submission to the Councils for review and approval. If Ben Lippen School of Pineview are affected by a new policy, the Responsible Officer shall consult with those parties in the development of the policy.

Once the policy is vetted, reviewed, and accepted by the Academic and Administrative Councils, the proposed or revised policy may be forwarded to the President (or the Board of Trustees) if required, for final approval. Determination of final approval authority will be guided by the University By-Laws and the delegation of authority as provided therein.

### *Policy Dissemination Process*

Upon final approval by the appropriate authority, the new or revised policy shall be posted on the University's policy website; information announcing the posting shall be generally disseminated to the University community. Other appropriate means of disseminating policies may be used to complement the posting of the policy on the University's policy website.

### *Sunset Provision*

Only policies managed via this process shall be considered "University" policies. In the first three years following approval of the Policy on Policies, all Responsible Officers and University staff, authorized to support implementation of the Policy on Policies, shall engage in a comprehensive, enterprise-wide review of policies to identify existing "University" policies. All identified "University" policies shall be compiled in a database. Those policies that have not been updated in five years or more shall be assigned a sunset date. All such "University" policies shall expire if not presented to the Academic and Administrative Council for review prior to the sunset date. This proviso does not preclude the formulation and promulgation of new policies according to the other provisions of this policy.

### *Comprehensive Policy Review*

To ensure policy relevance and effectively manage risk, the Responsible Officer shall routinely initiate a review of the University policies within the Officer's purview. Such review shall occur within three to five years following Councils' review and approval. In cases where delayed review may result in increased institutional risk, comprehensive policy review shall be conducted more frequently.

### *Location of Policies*

The official repository of University policies is the Office of the Provost. Official University policies shall be posted on the Columbia International University website. School, College, Department and web pages may not display copies or versions of official University policies, but Schools, Colleges, and Departments are encouraged to provide a hyperlink to the relevant official University policy website.

### *Policy Exceptions*

All University entities are expected to comply with University policy. If an exception to the application of a proposed University policy is anticipated, it is incumbent upon the Responsible Officer to delineate all exceptions within the context of the proposed policy. Should a policy exception be required after a policy is promulgated, it is incumbent upon the Responsible Officer to establish a process for granting the exception and provide a justification to the Academic and Administrative Councils.

### *Interim Policies*

The President is empowered to issue interim policies in situations where a University policy shall be established in a time period too short to permit completion of the process delineated in this policy. Each interim policy shall remain in force for up to six months from the date of issuance.

### *Sanctions*

Failure to follow this policy or any other approved University policy may result in disciplinary action, including termination of employment.

**Hyperlinks:** [www.ciu.edu/policy](http://www.ciu.edu/policy)