

PROCEDURE TITLE:	POLICY AND PROCEDURE SYSTEM AND REVIEW PROCESS
PROCEDURE NO.:	5.00:1
RELATED POLICY:	5.00REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	PRESIDENT
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
APPROVED BY:	PRESIDENT

This procedure serves to amplify and implement the Policy on Policies 5.00Rev.

1.0 POLICY AND PROCEDURE MANAGEMENT AND REVIEW SCHEDULE

- 1.1 The President’s Office is responsible for managing and maintaining all current and former policies and procedures and for establishing an official schedule for their regular and systematic review.
- 1.2 Policies will be scheduled for review every three years. A listing of policies that are scheduled for review during the current fiscal year will be posted on the University policies web page. Procedures will be reviewed during the same period as the applicable policy.
- 1.3 Archiving
  - 1.3.1 Copies of newly approved policies and procedures will be directed to the President’s archive system. When policies and procedures are revised or rescinded, an electronic copy of the retired policy or procedure will be maintained in the President’s office.

2.0 POLICIES AND PROCEDURE REVIEW AND DEVELOPMENT PROCESS

- 2.1 A least one university official will be responsible for the review, draft and implementation of a policy and /or underlying procedure. The President or a vice president normally will be the identified responsible officer on a policy. A

vice president or other high level administrator will be the identified responsible administrator on a procedure.

## 2.2 Review of current policies and procedures

2.2.1 The responsible university officer will conduct an initial review of the current policy and its underlying procedure(s) to determine whether the policy and/or procedure should be revised or rescinded or whether the policy or procedure(s) should stand unchanged.

2.2.1.1 Unchanged policies will be automatically extended and scheduled for review in another three years. Such action does not need Board approval, but should be reported to the Board as part of the President's annual report.

2.2.1.2 Policies and procedures identified for revision or possible rescission will be directed for review and, if applicable Drafting and review.

## 2.3 Drafting and Review Process

2.3.1 The identified responsible university official(s) is responsible for the drafting, review and comment, and implementation of all new and revised policies. The review process should seek review and comment from applicable constituencies and appropriate university groups and individuals.

## 3.0 APPROVAL PROCESS

3.1 The final draft of all proposed policies and procedures will be submitted to the President or President's designee for final review.

3.2 All proposed new and revised policies and proposed rescissions must receive the President's recommendation prior to submission to the Board of Trustees for approval.

- 3.3 All proposed new and revised procedures and proposed rescissions must be approved by the President.

#### 4.0 POLICY AND PROCEDURE NUMBERING SYSTEM

- 4.1 The President's office is responsible for the numbering of all policies and procedures.

#### 4.2 Policy numbers

- 4.2.1. Each policy will have two assigned numbers.

4.2.1.1 The first number is the University series number that normally reflects its University status as follows: 1) Board of Trustees; 2) Academic Affairs; 3) Student Affairs; 4) Finance and Administration; and 5) University-wide.

4.2.1.2 The second number is the Ohio Administrative Code number, in accordance with the Ohio Legislative Service Commission's numbering system.

- 4.3 Procedures will be assigned a number that reflects the applicable University policy number.

#### 5.0 POLICY AND PROCEDURE STANDARD FORMATS

- 5.1 Policies and procedures will follow a standard format as identified on templates that are provided on the University's policy web page.

- 5.2 Each policy header box will include the following information:

5.2.1 Subject (name) of the policy.

5.2.2 University policy number

5.2.3 Administrative code number

5.2.4 Pagination

5.2.5 Effective date of the most current version

5.2.6 Next review date

- 5.2.7 Responsible officer(s)
- 5.2.8 Approving body (Board of Trustees)

5.3 Each procedure header box will include the following information:

- 5.3.1 Procedure title
- 5.3.2 Procedure number
- 5.3.3 Related policy number
- 5.3.4 Pagination
- 5.3.5 Responsible administrator(s)
- 5.3.6 Effective date of most current version
- 5.3.7 Next review date
- 5.3.8 Identification of President's approval

## 6.0 POSTING CURRENT POLICIES AND PROCEDURES

- 6.1 All current policies and procedures will be made readily available to the public on the University's policy web page. Policies, along with their underlying procedures will be organized both numerically (University number) and by category as established by the President's office.
- 6.2 A listing of all policies identified for review for the current fiscal year will also be posted on the University policy web page.

History:

Effective: 09/14/12

Revised: 05/08/15