

## **Oregon State University**

### **[DRAFT] Policy on University Policies and Standards**

#### **I. Purpose**

This policy establishes a development and approval process for University Policies and Standards. By implementing this uniform process, the University seeks to enhance operational efficiencies, best practices, effective decision making and compliance with laws and rules across the University, while ensuring that University Policies are easily accessible and understandable, widely disseminated, consistent and reviewed and approved in an appropriate way.

#### **II. Definitions**

A “University Policy” is a policy with broad application throughout the University, which enhances the University’s mission, promotes operational efficiencies, reduces institutional risk and helps ensure coordinated compliance with applicable laws, rules and regulations. While a University Policy may be enforced against employees, students, contractors, licensees, and volunteers, it does not have the force of law.

A “University Standard” is a University Policy that has the force of law.

#### **III. Initiation of University Policy**

A University Policy may be initiated by the President, Provost, any Vice President or Vice Provost and any other University employee to whom the President, Provost, a Vice President or a Vice Provost has delegated this authority (“Responsible Official”). A Responsible Official must oversee the drafting and development process and may designate others to assist in this process. A Responsible Official must also review and update the University Policy on a timely basis to ensure compliance with current laws, rules, regulations, and best practices, and seek review and approval of any substantive changes to the University Policy in the manner described below.

#### **IV. Review and Approval of University Policy**

At the outset of the process, the Responsible Official must submit a proposal for a University Policy to the Executive Policy and Standards Committee, which consists of the Provost, the Senior Vice Provost for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Research, the Chief Audit Executive, a representative appointed by the Faculty Senate Executive Committee, and the General Counsel. The proposal should discuss the background of, justification for and likely impact of the new policy, along with a summary of the principles and procedures involved. If the proposal is approved, the Official will engage in the drafting process, consult with relevant University stakeholders, review the draft policy with the Office of General Counsel as appropriate, and submit the final draft policy to the Executive Policy and Standards Committee for approval.

Once a Policy is approved by the Executive Policy and Standards Committee, the Responsible Official should publish and distribute it to the University community, including via the designated website. The Executive Policy and Standards Committee may, as warranted, submit a policy to the Board of Trustees for approval. Nothing in this policy limits or circumscribes the power and authority of the Board of Trustees or the President to issue, amend, or revoke University Policies on any matter.

#### **V. Additional Process Required for University Standard**

University Standards initially follow the same initiation, review and approval process as University Policies, but require additional steps before website publishing, distribution and final promulgation. After approval by the Executive Policy and Standards Committee, the Responsible Official submits the approved language of the Standard to the Standards Coordinator in the Office of General Counsel.

The Standards Coordinator provides notice of the proposed Standard in OSU Today, as well as to any other interested parties that have sought to be added to the Coordinator's list of parties receiving Standards notices. That notice will include instructions on how to submit written comments regarding the proposed Standard within three (3) weeks. The Responsible Official will consult with the Coordinator and the Executive Policy and Standards Committee if revisions are needed in response to the written comments. The Standard will become effective after the comment period has closed and the President has provided final approval.

In the case of immediate and substantial University need as determined by the President, the notice and comment period may not be utilized in advance and a Temporary Standard may become effective immediately. In such cases, the notice and comment period will follow the effective date prior to a Temporary Standard becoming a University Standard.

University Standards must include an internal appeal route.

#### **VI. Website**

All Policies and Standards approved in accordance with this Policy should be posted on the University Policy and Standard Website, along with their effective date.

#### **VII. Other Policies and Procedures**

Colleges, schools, departments and other administrative units may promulgate their own procedures to implement University Policies or Standards, as well as College, school, department or unit-level policies and procedures, provided these policies and procedures do not conflict with University Policies or Standards. The President, Provost, Vice Presidents or Vice Provosts may also adopt policies and procedures that they deem not sufficiently significant to be treated as University Policies. These unit-level policies and institutional policies of lesser institution-wide significance should be disseminated in a manner to ensure that all bound by them are aware of them and know where to direct questions about them.

#### **VIII. Transition**

This Policy applies to new University Policies and Standards developed and issued after the date of this Policy. The Vice Provosts and Vice Presidents will review existing policies in their areas of responsibility that would be considered University Policies if developed under this Policy and will post such policies on the University Policy and Standard website. If substantive changes are made to these existing University Policies, they shall be made in accordance with this Policy.

**IX. Archiving of Repealed or Amended University Policies or Standards**

The Responsible Official will ensure that any repealed or amended University Policy or Standard is provided to the University Archives office of the OSU Libraries division.

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Approved by:

Date Adopted:

Date Effective:

Contact: