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Policy 116.0 University Policies

Otterbein University

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HUMAN RESOURCES POLICIES

Section 100: Standards of Excellence	Policy Number: 116.0 University Policies
New: ___ Reviewed: <u>X</u>	Effective Date: October 1, 2012 Last Reviewed: July 1, 2013
Scope: Faculty and Staff	Authority: Office of the President

116.0 Title University Policies

116.1 Philosophy Policy development is an open and transparent process that can be initiated by any employee of the University. Policies support the mission of the institution, achieve accountability, provide clear and concise guidelines and reduce institutional risk. There is an expectation of compliance with all University policies, state and federal laws, and other applicable regulations.

116.2 Statement University policies are defined as statements with broad application throughout the institution, intended to govern the actions of University employees, faculty, students, visitors, and others who come in contact with Otterbein University. University policies help ensure compliance with applicable laws and regulations, promote one or more of the University’s missions, contain guidelines for governance, and set limits within which people are expected to operate. Vice Presidents or designees are responsible for creation, implementation, evaluation, updating and enforcement of all policies germane to their areas of responsibilities.

116.3 Guidelines Policy Revision and Development

Developing or revising a policy is based on a particular need required to improve efficiency or efficacy of operations, protect individual rights, and ensure legal compliance. It generally involves research, analysis, consultation and synthesis of information to produce recommendations. Not every situation requires a new or revised policy. Typical reasons for proposing new or revised policies include:

- A need to address and improve operational efficiency;
- A need to protect student, faculty and staff rights at the workplace;
- Ensuring compliance with applicable laws and regulations;
- Reducing civil liability and risk management;
- Changing the strategic direction of the university;
- Introducing new initiatives within or across academic or management areas; and
- Addressing the need for consistency across the institution.

116.4 Procedures The following must be completed prior to proposing a new policy or change to an existing policy:

- Identify the need for the creation or revision of policy;
- Identify the impact of the proposed new or revised policy on the budget;
- Identify the impact of the proposed new or revised policy on personnel/ stakeholders;



- Identify the impact of the proposed new or revised policy on the culture of Otterbein;
- Identify the impact (if applicable) on outside entities (i.e. City of Westerville, neighbors, etc.);
- Consult with a supervisor to discuss the proposal; and
- With supervisor approval, consult with the responsible Vice President.

Vice Presidents shall determine if the proposed revision or proposed new policy has merit. They have the authority to decide if the revision or new policy can be approved by them without additional review, or if further discussion and approval are necessary from committees, Cabinet, Senate, legal counsel, or the Board of Trustees. If necessary, the President or recommending Vice President will present the proposal to the appropriate governing body.

Standard Policy Template

To ensure consistency, all policies should be in the standard University Policy Template and all sections must be included. Please refer to the Attachments/Forms section of this Policy for the official University Policy Template.

Communication and Notification

New or revised policies will be posted on the University Policy website prior to the effective date. A plan for communicating new or revised university policies will be developed in conjunction with the Chief of Staff and the appropriate Division prior to implementation. The communication plan will include notification via email, posting on My-Ozone, and training when appropriate, as well as confirmation that individuals have read and understand said revisions or policies.

Divisional Policies and Procedures

An office, department, or division of the University may establish operational policies and procedures that do not directly impact others outside of the office, department, or division. These policies are not University Policies and are not governed by the procedures set forth in this policy; however, they should be reviewed and approved by the relevant dean, department head or appropriate university officer prior to adoption for consistency with University Policies. Any office, department, or division policy that is contrary to University Policies is void and will not be enforced.

Policy Maintenance

University policies will be maintained in the President's office and published on the University's website. Existing policies will be reviewed at least every two years from the effective date or date last reviewed.

116.5 Attachments 116.0-A University Policy Template

116.6 Related Policies None



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116.7 History

Enacted: October 1, 2012

Reviewed: July 1, 2013