



Administrative Policy Development and Administration

Approved By: President	Related Policies: ORS 351.070, OAR 166-475
Date Approved: 3-1-2005	Contact Officer: Director of Administrative Services
Revised:	Policy Custodian: Vice President for Finance & Administration
Date of next review: March 2008	

A. Purpose

The purpose of this policy is to establish a process for creating and sustaining consistent, clear, and current administrative policies in a standardized format that comply with laws and OSBHE policies and administrative rules. This includes ensuring appropriate access to and communication of policies to the University community and public, identifying locus of responsibilities for policies, and maintaining a central repository for all administrative policies.

B. Definitions

1. Administrative Policy: a statement governing the University's direction and ways of doing business (responsibilities, actions, and processes) excluding faculty governance policies and employment conditions described in the Faculty Constitution and By-Laws, collective bargaining agreements, and OSBHE and SOU administrative rules.
2. Procedure: a statement of the specific steps for implementing administrative policy. These may be contained in the policy but it is not recommended. Procedures for implementing policy should be described in a document separate from the policy because procedures may change as more effective and efficient ways of implementing policy are chosen. Policies are normally revised only to reflect changes in law or OSBHE administrative rules.
3. Contact Officer: the first point of contact for obtaining information about the interpretations and/or application of the administrative policy.
4. Policy Custodian: the senior administrator responsible for the policy's development, periodic review, approval, and management of related records.
5. Master Policy Index: the official web location for access to administrative policies.

C. Policy

1. All Southern Oregon University (SOU) administrative policies are developed in a consistent format and approved according to processes set forth in this document. The processes apply to adoption of new policies and revision of existing policies.
2. The Director of Administrative Services maintains the Master Policy Index (MPI) of SOU administrative policies, under the direction of the Vice President for Finance and Administration. The Director is responsible for training and guidance in policy

development, provision of guidelines and standards for policy presentation and review, and for maintaining and providing appropriate access to the full scope of administrative policies.

3. An administrative policy shall be reviewed every three years, or when deemed appropriate, and whenever a law or OSBHE policy or administrative rule requires changes in or has implications for the SOU policy. Upon such review, the policy is revised as appropriate by the Policy Custodian.
4. Each policy has a Contact Officer who serves as the first point of contact for advice on the interpretation and/or application of the policy. The Contact Officer guides the review and revision of the policy using the appropriate process, timeline, expert advice, consultation, and submission for approval through specified channels to the Policy Custodian. Such review or revision may be initiated by the Contact Officer or another administrator of the University, but the Contact Officer is responsible for initiating the periodic review on the prescribed schedule. The Contact Officer ensures that the policy is placed in the approved electronic format suitable for placement on the University's web site and/or other form of "SOU policy manual", and that it is provided to the Director of Administrative Services following final approval.
5. The Policy Custodian is the senior officer responsible for the function addressed by that policy. The Policy Custodian provides general leadership of the development, evaluation, and revision of the policy. The Policy Custodian oversees the work of the Contact Officer and is responsible for ensuring compliance with the policy. The Policy Custodian certifies that the policy's development, review and revision follow the prescribed process through to final approval and that it complies with laws and OSBHE policies and administrative rules, and that it comports with the mission and goals of the University.
6. The Director of Administrative Services oversees the MPI and annually publishes a schedule for policies ready for periodic review. Administrative policies and subsequent revisions are permanent records. Current copies of policies are located in the appropriate Policy Custodian's office. Historical notes on policy development and subsequent revisions shall be stored, according to OUS Records Retention Schedule guidelines, in the University Archives located in the Library.
7. Addendum A "Guide for Developing, Writing, and Implementing Policies and Administrative Rules" is attached hereto and becomes part of this policy.
8. This policy may be reviewed and revised at any time without prior notice, under the leadership of the Policy Custodian or President with broad supervision of the Vice President for Finance and Administration. The process for such review is outlined below. All revisions supersede prior policy and are effective upon approval of the President, in consultation with the Executive Council.

D. Approval and Review Procedures

1. The Director of Administrative Services provides information and guidance related to the preparation and implementation of Oregon administrative rules (OARs) and SOU policies. See http://arcweb.sos.state.or.us/rules/OARS_500/OAR_573/573_tofc.html for a current list of SOU's administrative rules and Addendum A Section II for OAR preparation instructions.
2. University administrative policies or revisions to them may be proposed by individual officers, committees, or working groups and will involve consultation with relevant stakeholders. The Policy Custodian is responsible for ensuring input from stakeholders as necessary.
3. The Policy Custodian manages policy development and revision. After initial review and concurrence of relevant parties in the division, and review by legal counsel when appropriate, the policy is sent to the Vice President for Finance and Administration for review to ensure internal consistency and compliance with other internal and external policies, rules, and laws. The Vice President for Finance and Administration forwards policy proposals to the appropriate authority for final approval. After final approval, the Director of Administrative Services publishes the policy on the SOU web site in the SOU Master Policy Index (MPI). Procedural documents should accompany the policy for review to ensure consistency between the two documents.
4. Proposed policies and revisions are submitted for review and approval in the standardized format suitable for publication on the web. The standard format begins with an explanation of the need for the policy (purpose), followed by the policy statement and definitions and concludes, if appropriate, with an explanation of any administrative procedures. Any forms required for implementation of a policy are included with the policy in a format that can be downloaded from the web.
5. Policies or guidelines and procedures are submitted for approval with the following details in the header box:
 - a. Approving Authority
 - b. Approval Date
 - c. Revised Date (last review/amendment)
 - d. Date of Next Review
 - e. Related Policies and/or guidelines
 - f. Contact Officer (by position title)
 - g. Policy Custodian (by position title)

E. Publication and Recording Procedures

1. The University publishes the SOU MPI and administrative policies and procedures in electronic format on the web.
2. The Vice President for Finance and Administration is responsible for publishing policies on the MPI, through the Director of Administrative Services. At the operational level, the Policy Custodian is responsible for maintaining the policies under his/her oversight

(division), along with related materials and information pertinent to its implementation and use. Normally, the Policy Custodian is one of the following:

- a. Executive Vice President and Provost
 - b. Vice President for Student Affairs
 - c. Vice President for Institutional Advancement
 - d. Vice President for Finance and Administration
3. When policies are approved, the Contact Officer circulates as widely as necessary the notification that the new policy or revision has been approved and published on the web. In this way, members of the University community know who to contact for further information. The Contact Officer can respond to inquiries and, when necessary, refer them to the appropriate administrator.
 4. A copy of the approved policy and procedures and any amendments to it are filed in the Policy Custodian's office until moved to permanent storage in the University Archives according to timelines established in the *OUS General Records Retention Schedule*: <http://www.ous.edu/archives/schdsection/Administrative.htm>

F. Guidelines

While this document prescribes the manner by which the University develops and administers policies and administrative rules, it hereby recognizes the value of guidelines for certain types of actions and responsibilities that do not rise to the level of University policy. Documents entitled "guidelines" offer guidance to those operating aspects of the institution's work, but they do not carry the authority or significance of established policy. The Policy Custodian is accountable to determine when an intended way of doing business and/or behaving should be prescribed in policy or simply outlined in an advisory document of guidance to best practices ("a guideline" or set of "guidelines"). Whether a policy should be converted to guidelines, and visa versa, is a judgment call at the level of the Policy Custodian, who will bring the question to the Executive Council when in doubt.