Creation, Issuance, Review and Publication of University Policies and Procedures

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<th>Policy Number:</th>
<th>100</th>
<th>Effective Date:</th>
<th>8/11/2009</th>
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<td>Responsible Office:</td>
<td>Office of Human Resources and Equal Opportunity</td>
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**SUMMARY:**

This policy establishes the process for creation, issuance, review and publication of University Policies and Procedures at Coastal Carolina University.

All new policy and revisions to existing policy must be sponsored by the vice president of the department to which the policy applies. They are submitted to the policy coordinator in the Office of Human Resources and Equal Opportunity who formats the policy for submission to the president’s executive council and president for approval.

**100 POLICY:**

Policies and procedures establish standard operations for the university.

A university policy:

- has institution-wide application.
- is a governing principle that mandates or constrains actions.
- will change infrequently and sets a course for the foreseeable future.
- helps ensure compliance, enhances the university's mission or reduces institutional risk.
- is approved at the senior level of the university.

A proposal does not become policy until it has been reviewed and approved by the executive council and signed by the university president. New policies and procedures and revisions must be sponsored by a vice president of the university before they are submitted to the president’s executive council.

Coastal Carolina University’s Policies and Procedures Manual is the official repository of university policies and procedures. All employees must receive or have immediate access to up-to-date university policies and procedures. Approved university policies and procedures will be available on the university website and a printed version will be kept in the Office of Human Resources and Equal Opportunity and University library.
Units of the university may have policies and procedures specific to their operations that are not included in the university’s Policies and Procedures Manual and are departmental policy rather than university policy. Intradepartmental policies and procedures must be approved by the appropriate vice president or designee and must not conflict with federal or state laws, rules of the university, or university policies and procedures.

In the event of an inconsistency between a provision in a college or departmental policy and a provision in a university policy, the university policy shall prevail.

100.01 PROCEDURE FOR SUBMITTING NEW POLICY FOR APPROVAL:

Departments submitting new policies for approval must follow these steps.

1. After consulting with the area head, the sponsoring vice president approves the policy draft and it is submitted by email to the policy coordinator in the Office of Human Resources and Equal Opportunity with verification that the sponsoring vice president has recommended the policy draft.

2. The policy coordinator places the policy in the proper format, submits it to university counsel for review, then presents the formatted copy to the area head for review and to the sponsoring vice president for approval by signature.

3. The policy coordinator submits the proposed policy signed by the university counsel and sponsoring vice president to the executive council for approval and signature by the president.

4. Approved and signed policy is returned to the Office of Human Resources and Equal Opportunity.

100.02 DRAFTING OF POLICIES AND PROCEDURES

Policies and procedures should contain the following information:

REQUIRED INFORMATION
- The subject of the policy
- The responsible office
- Summary of the policy
- Policy statement
- Procedures, if any are needed, to implement the policy

SUPPLEMENTAL INFORMATION – NOT REQUIRED
- Definitions
- Related documents and forms
- Background information
- Contacts
100.03 PROCEDURE FOR REVISION OF EXISTING POLICIES AND PROCEDURES

There are two types of revisions to university policy:

MAJOR REVISION

Major revisions materially affect the substance of the policy or procedure. They require executive council approval.

The responsible office follows the procedure for initiation of a new policy to submit major revisions. The policy changes should be submitted to the policy coordinator in electronic format with the changes clearly marked by striking out the language proposed for deletion and highlighting or underlining language that is new.

MINOR REVISION

Minor revisions include correction of typographical errors, periodic updates to data, and personnel/title changes.

The responsible office:

1. requests an electronic copy of the current policy from the policy coordinator.

2. makes revisions electronically to the copy with changes clearly marked by striking out the language proposed for deletion and highlighting or underlining language that is new.

3. submits the marked copy by email to the policy coordinator who reviews and forwards the changes to the executive director of human resources and organizational development for approval.

Policies submitted for revision, both major and minor, must include a statement identifying the action as a revision and the number of the policy requested to be changed.

100.04 DISSEMINATION OF INFORMATION ABOUT NEW OR REVISED POLICIES AND PROCEDURES

The policy coordinator disseminates information about new, revised or eliminated policies and procedures through email or memorandum and maintains a printed copy in the Policies and Procedures Manual. The Office of Human Resources and Equal Opportunity will be responsible for maintaining a signed master copy of the Policies and Procedures Manual in a paper document.
DEFINITIONS

*Area Head* – A person below the level of vice president who has responsibility for the administration of a department or other unit within the responsible office.

*Policy* - A statement of management philosophy or practice established to provide direction and assistance to the university community in the conduct of university business or activities that directly and substantially affect the operation of multiple units, departments or divisions. Policies must not conflict with statutes, regulations or other laws applicable to the university.

*Policy Coordinator* - An individual in the Office of Human Resources and Equal Opportunity to assist with policy development, coordination, and dissemination.

*Procedures* - Documented steps or activities that accomplish the goals and directives of a related policy.

*Responsible Office* - The office or unit that generates the policy.

REVISION:

This policy replaces the contents of Policies and Procedures section 100 currently titled *INTRODUCTION*. 