



# California Health Sciences University

Policy Number – \_\_\_\_\_

Policy Regarding Approval of University and College Policies

## I. Policy Statement:

The purpose of this policy is to document the procedures required for approval of new or revised California Health Sciences University's departmental and college specific policies.

## II. Procedures

- A. Department Heads and Deans Responsible for Recommending Policies: Each department of the University administration is responsible for developing recommended policies governing the work of each department. For university-wide departmental policies, the head of each department shall be accountable for such work. Similarly, each college within the University is responsible for recommending policies governing the work specific to each college. For college-level policies, the Dean of each college shall be accountable for such work. Notwithstanding the above, the Office of the President and the Office of the Provost shall retain authority to recommend any policy deemed necessary or in the best interests of the University.
- B. Submission of Recommendations: Department heads and Deans shall submit recommendations for policies to the Policy Development Committee ("PDC"). In the event a policy is recommended by the President or Provost, the recommending office shall submit the draft to the PDC as well. Submissions shall include sample language for the specific policy and a summary of why the new or revised policy is necessary for, or in the best interests of, the operation of the University and/or college.

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Revised Date: 02.22.2017

Approved by: President 02.22.2017

Provost 02.22.2017

Effective Date: 01.01.2017

Board of Trustees 02.28.2017

- C. Review by Policy Development Committee: Once a recommendation for a new or revised policy is received by the PDC, the PDC shall convene a meeting to review and discuss the recommendation. The PDC shall determine whether the policy should be implemented and, if so, whether any changes should be made to the recommended policy. If changes are necessary, a representative or working group of the PDC shall work with the department head or dean who submitted the recommendation regarding those changes. Once the changes are completed, the PDC shall review the revised recommended policy and submit the recommended policy for final approval as described below.
- D. Final Approval Process: All policies for departments of the executive division shall be submitted by the PDC to the University President for final approval. The University President shall inform the President's Council regarding approved policies. All policies for departments of the academic division, including each college, shall be submitted by the PDC to the Provost for approval. The Provost shall inform with the Provost's Council regarding approved policies. The Provost's approval of all academic policies shall be final, except for those policies which the University President determines will impact the University or college-level revenue and/or require an adjustment to the University or college-level budget. Policies impacting revenue or requiring budget adjustments shall require the University President's approval in order to be final. Once approved, all policies shall note the following: date of revision, effective date, approved date and shall note whether the policy was approved by the Provost and/or the President. The PDC Chair shall provide notice of approval to the department head or Dean responsible for implementation of the policy. The department head or Dean responsible for implementation of the policy shall then publish the approved policy in accordance with University and college-level publishing procedures.
- E. Board Developed Policies: Notwithstanding the above, the Board of Trustees retains authority to develop and approve policies of the University. The PDC shall work with the Board of Trustees, as requested by the Board President, on development of such policies. The University President and Provost shall be consulted by the Board President or designee regarding such policies as well. Any conflict between policies approved by the Board of Trustees and those approved by the President or Provost shall be resolved in favor of the Board of Trustees policy.