



Policy Number	401.001
Policy Title	POLICY ON POLICIES
Responsible Officers	Provost
Responsible Offices	Provost
Summary	The following policy addresses the process for the formulation, approval, implementation, promulgation, dissemination, revision, interpretation, and monitoring-for-adherence of official University policies and procedures.
Definitions	<p><i>Policy:</i> A governing principle formally approved and established, providing guidance, assistance, and direction to the University community in the conduct of the University or Department.</p> <p><i>Procedures:</i> Statements that set forth the manner for implementing policy through prescribed and clearly delineated processes and actions to assure policy compliance.</p> <p><i>University Policy:</i> Policies that have institution-, mission, impact a substantial portion of the University community, or emanate from authority delegated to the President by the Board of Trustees to manage the institution or comply with federal and other regulations. Policies specific to Ben Lippen School or other subsidiaries of the University are maintained outside of the University policies unless indicated otherwise.</p> <p><i>Departmental Policies:</i> Policies or procedures issued by a College or Department that relate to matters of interest only to that particular College or Department and/or that set forth procedures by which it shall carry out the University policies. Departmental policies and procedures are approved by the Responsible Officer before implementation and cannot contradict or override University policies.</p> <p><i>Responsible Office:</i> The Responsible Office creates, revises, interprets, implements, promulgates and monitors for adherence all policies and procedures within its purview.</p> <p><i>Responsible Officer:</i> The Responsible Officer is the principal of the Responsible Office who is charged with carrying out the responsibilities of the Responsible Office, including the implementation and oversight of policy administration. The Responsible Officer engages in the identification of existing University policies, recommends and submits new policies or revisions to existing policies, and recommends rescission of existing policies to the Academic and Administrative Councils. The Responsible Officer cannot delegate the authority to perform as a Responsible Officer.</p>
Approving Body	The Academic Council; The Administrative Council
Approval Date	401.000 December 2016, February 13, 2017 401.001 Renewed Aca C (03.07.2022); Admin C (02.25.2022)
Last Revision	December 2016, February 13, 2017
Re-evaluation Date	Fall 2025
Departmental Impact	All University

Failure to follow the following policy may result in disciplinary action, including termination of employment.

POLICY STATEMENT

Columbia International University shall have a process that formally addresses the formulation, approval, implementation, promulgation, dissemination, revision, interpretation, and monitoring-for-adherence of official University policies and procedures. The purpose of the University Policy on Policies is to seek to provide the University community with easily accessible and understandable policies that provide faculty, staff and students with clear and concise guidelines, transparency and clarity on how the University conducts business.

University policies are those that have institution-, mission, impact a substantial portion of the University community, or emanate from authority delegated to the President by the Board of Trustees to manage the institution or comply with Federal and other regulations.

Persons responsible for writing, updating, and distributing University policies shall comply with the conditions and procedures that are outlined in this document.

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RATIONALE

Policy Preparation Process and Approval Process

Proposed or revised policy shall be prepared in accordance with the prescribed format and submitted to the Responsible Officer for consideration and appropriate action. The Responsible Officer shall provide for substantial review by all key stakeholders prior to submission to the Academic and Administrative Councils. The Councils may require the Responsible Officer to appear before the Council to discuss the rationale for proposing, revising, or rescinding policy. Policies requiring additional review or approval by an outside auditor or accreditor will be done prior to submission to the Councils for review and approval. If Ben Lippen School of Pineview are affected by a new policy, the Responsible Officer shall consult with those parties in the development of the policy.

Hyperlinks: www.ciu.edu/policy