UNIVERSITY POLICY ON POLICIES

POLICY

Slippery Rock University will develop, formally approve and publish policies that will help the University accomplish its mission, maintain accountability and provide the University community with a clear explanation of how the University does business. Policies must have university wide impact to be included in the University Policy Manual and must be submitted to Cabinet for approval in the format set forth in this policy. Policies that apply to responsibilities assigned to the Council of Trustees under Act 188 (i.e. the naming of existing facilities and/or grounds, future facilities and/or grounds, and areas within existing or future facilities) are subject to approval by the Trustees. Only policies approved in accordance with this policy will have the force of University policy. In the event of a conflict between a University wide policy and a college or department policy, the university policy will take precedence.

Except as noted under Act 188, the president, as chief executive officer of the University, is the individual ultimately responsible for university policies.

PROCEDURES

• **Academic policies**: The Provost or President are authorized to transmit proposed new academic policies or proposed changes to existing academic policies for approval. Recommendations for new policies or proposed changes to existing policies can be made by faculty members, department heads or deans to the Provost through channels prescribed by the Collective Bargaining Agreement.

A college or department of the University may develop additional academic policies that pertain only to the affairs of that entity. College or department-specific academic policies do not substitute for University academic policies and may not be in conflict with them.

• **Administrative policies**: Any member of Cabinet may initiate new policies or changes to existing policies. Any member of the University community may recommend new or revised policies for approval via their respective divisional leadership.

• All policies submitted for approval must be in standard template format (Policy | Procedures | Sanctions | Responsibility for Implementation | Scope)

• The University Cabinet must approve all new policies or policy changes before they can be implemented.

• The President may put an interim policy into place in situations where a University policy must be established in a time period too short to permit
the completion of the process identified in this policy. An interim policy can remain in force for up to six months from the date it was issued.

- All University wide policies will be posted on the official SRU website/President’s page.

SANCTIONS

Individuals who violate the Policy on Policies will be instructed by the responsible official or their designee to cease and desist, and will be provided the approved procedures to follow. Individuals who violate policies promulgated under this policy are subject to the sanctions identified in those policies.

RESPONSIBILITY FOR IMPLEMENTATION

The president or his/her designee is responsible for the implementation of this policy, and for ensuring the periodic review of all University policies and procedures.

SCOPE OF POLICY COVERAGE

This policy applies to all University employees.

Authority for creation and revision
Approved by University Cabinet: 7.23.12