

3344-2-01 Formulation and issuance of policies.

(A) Policy statement

All university policies fall within a greater hierarchy of laws, statutes and regulations. The Cleveland state university board of trustees has been authorized by the Ohio legislature to govern the university. See section 3344.01 to section 3344.03 of the Revised Code. The president, as chief executive officer of the university, is charged with managing and directing the day-to-day operation of the university, leading in developing university policies and ensuring the application of the rules and regulations of the university. Section 3.1 of article III of the bylaws of the board of trustees.

Cleveland state university (CSU) requires all university policies to be promulgated in accordance with the standards and format set forth in this policy and as required by the Ohio legislative service commission (LSC). Policies presented in the standard format will help CSU maintain accountability, consistency and provide the university community with a clear set of explanations and expectations.

(B) Definitions

- (1) “University Policies” are guiding or governing principles, formally approved to provide assistance in the conduct of university affairs, operation and administration. This definition encompasses only university-wide policies, which should be distinguished from procedures and from school or departmental policies, as well as from academic policies, which are policies that primarily affect the educational mission of the university and are promulgated by the provost. Academic policies fall outside the scope of this policy. Only those policies approved in accord with this policy will have the force of official university policy.
- (2) “Procedures” are statements that provide for orderly implementation of established policies through specific, prescribed actions and are more detailed than a policy statement.
- (3) “Responsible Official” is the university official charged with the implementation, training and oversight of a particular policy that

falls within the scope of his or her assigned responsibilities, as well as that policy's revision and approval, or in the case of a new policy, its development.

- (4) “E-Policy Index” is the on-line index where official university policies are maintained. It is located at <http://library.csuohio.edu/policies/csu/>.

(C) Policy approval process

- (1) New policies or changes to existing policies may be initiated by the president, the provost, or by any vice president. Recommendations for new or revised policies must be proposed to the provost or the appropriate vice president by any member of the university community. Once the provost or a vice president approves a policy proposal, he/she will appoint a responsible official for the policy who will then forward the policy to the office of compliance.
- (2) The office of compliance will review the policy for the following:
- (a) consistency in format and presentation
 - (b) conflicts between the proposed policy and other university policies
 - (c) consistency with laws or other external regulations germane to the policy
 - (d) consistency with the mission of Cleveland state university
- (3) Once the policy has been reviewed by the office of compliance, it will be returned to the provost or the appropriate vice president who has the responsibility for seeking approval for the policy from the president or the president's designee.
- (4) After approval by the president or the president's designee, the responsible official and the office of compliance will be responsible for posting the proposed policy on the E-Policy index for a thirty day comment period.

- (5) Following the thirty day comment period, the policy may be revised and sent to the provost, president or designee, as appropriate, for final approval.
- (6) If the policy requires approval by the board of trustees, the responsible official and the office of compliance shall prepare the policy for submission to the secretary of the board of trustees for board consideration. The policy becomes effective ten calendar days after board approval, if required, or ten days after the thirty day comment period has lapsed if board approval is not required.
- (7) The responsible official coordinates dissemination of the policy in cooperation with the office of compliance.

(D) Applicability

University policies are applicable to all members of the university unless the specific policy states otherwise.

(E) Role of responsible official

The responsible official will administer the policy. Each of the respective vice presidents and the provost shall assign a responsible official to all existing policies within their area of operations and to any newly generated policies. If no responsible official has been assigned, the vice president for that area of operation will be deemed to be the responsible official. The responsible official also ensures that the policy is submitted and published in the required format. See paragraph (F) of this policy.

(F) Policy format

The standard format set forth in this guidance should be used for all university wide policies. The responsible official will ensure that all policies are submitted and published according to this format. Only those policies approved in accordance with this policy will have the force of official university policy. All proposed policies and revisions must be submitted in the specific format required by the LSC, which is available at: <http://www.lsc.state.oh.us/rules/>. See the appendix of this policy for the required sections and formatting. The compliance officer will assign the policy number.

(G) Conflicts

In the event of a conflict between a university wide administrative policy and a school or departmental administrative policy, the university wide policy will supersede the departmental policy unless the school or department demonstrates the need for the conflicting policy and the conflicting policy is approved by the compliance officer.

(H) Interim policies

The president, provost or a vice 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 delineated in this policy. An interim policy will remain in force for up to three months from the date of issuance and then will expire and no longer have effect unless it has become an official university policy according to this policy.

(I) Posting of policies

All university wide policies will be posted on the E-Policy index. Printed versions of the policy may be included in the handbooks, catalogues and other publications, but must include a notice that the E-Policy index should be consulted for the latest version. Policies passed by the board of trustees and filed with the Ohio legislative service commission will be posted on both the board of trustees' website and the E-Policy index.

(J) Related procedures, guidelines, processes

Policies may be supplemented by school or departmental procedures or guidelines that describe policy implementation practices. These supplemental procedures may be referenced in, and/or linked from, the relevant policy, as appropriate.