

## 3344-2-01 Formulation and issuance of policies.

### (A) Policy statement

(1) All university policies fall within ~~in~~ a greater hierarchy of laws, statutes and regulations. The Ohio legislature authorizes the Cleveland state university board of trustees to govern the university. See sections 3344.01 to 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.

(2) Cleveland state university (CSU) requires all university policies to be promulgated in accordance with the standards and format set forth in this rule and as required by the 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 ~~within the conduct of~~ university affairs, operation and administration. This definition encompasses only university-wide policies, which are distinguishable from procedures for 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 rule. Only those policies approved in accordance with this rule 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 the university official’s assigned responsibilities, as well as that ~~policy’s rule’s~~ revision and approval, or in the case of a new policy, its development. The responsible official partners with the office of compliance to ensure that all required steps in the policy development, revision, and implementation process are followed.

(4) The “Policy Register”~~“E-policy index”~~ is the on-line index where official university policies are maintained. It is located at <https://www.csuohio.edu/policy-register/university-policies> ~~<http://library.csuohio.edu/policies/esu/>~~.

(5) “Major Revisions” are substantive content changes to existing policies that must go through the full university policy process.

(6) “Minor Revision” applies when substantive changes to a policy are needed and those changes are driven by law/regulation, reflect minor improvements to the practices or procedures needed to implement the policy effectively but do not affect the purpose of the policy.

Minor revisions require approval through the Office of Compliance and the division head where the Responsible Office is located.

(7) “Edits” are non-substantive changes (i.e., format and grammar) and/or corrections of error (e.g., department name change as a result of reorganization, title change, etc.) that can be processed by the Office of Compliance.

(8) “Review and Confirm Current” means the policy was reviewed in full and the content was confirmed to be current. The most recent review is notated at the bottom of the policy to align with sunset provisions.

(9) “Recission” occurs when a policy is no longer needed or is more effectively combined with another policy.

#### (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 shall 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, the vice president will appoint a responsible official for the policy who will then draft and forward the policy to the office of compliance.

(2) The office of compliance shall 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 office of compliance reviews the policy, it shall 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 will send the policy draft to ~~and~~ the office of compliance who will ~~shall be responsible~~

~~for posting~~ the proposed policy on the ~~e-policy index~~ policy register 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 shall 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 shall 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 rule.

#### (F) Policy format

The standard format set forth in this guidance shall be used for all university wide policies. The responsible official shall ensure that all policies are submitted and published according to this format. Only those policies approved in accordance with this rule shall have the force of official university policy. All proposed policies and revisions shall be submitted in the specific format required by the LSC, which is available at:

<https://www.lsc.ohio.gov/assets/organizations/legislative-service-commission/files/subject-legislative-information-administrative-rule-drafting-manual.pdf>, ~~<http://www.lsc.state.oh.us/rules/>~~.

~~See the appendix of this rule for the required sections and formatting.~~ The compliance officer shall 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 shall 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 shall 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, ~~losing and no longer have~~ effect unless it becomes an official university policy according to this policy.

#### (I) Development and approval of departmental or school policies

A department or school of the university may develop additional policies and procedures that pertain only to the affairs of the area concerned. Such policies do not substitute for, and are superseded by if in conflict, university policies and procedures. The area supervisor will submit for review and approval recommended policies and procedures to the area vice president who will submit to the office of compliance for final approval.

#### (J) Posting of policies

All university-wide policies shall be posted on the ~~policy register~~policy index. Printed versions of the policy may be included in the handbooks, catalogues and other publications, but shall include a notice that the ~~e-policy index~~policy register should be consulted for the latest version. ~~Policies passed by the board of trustees and filed with the LSC shall be posted on both the board of trustee's website and the e-policy index.~~

#### (K) Related procedures, guidelines, processes

Policies may be supplemented by university, 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.

#### (L) Policy review cycles

The responsible official is responsible for keeping the assigned university policy current and for the performance of periodic reviews to ensure that the policy complies with and reflects current laws, regulations, accreditation standards, and higher education best practices. At a minimum, every five years, a policy is to be reviewed by the responsible official who will recommend whether the policy should be reaffirmed without revision, amended, or rescinded. Policies may be reviewed on an earlier timeline depending on necessity and change in law or practice.

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