



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

(A) Policy statement.

(1) All university policies fall within 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. See rule [3344-1-03](#) of the Administrative Code.

(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 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 policy" is a governing principle, established to provide guidance and assistance to the university community with university affairs, operation and administration. This definition encompasses only policies that have university-wide application, promote operational efficiencies, help ensure compliance with applicable laws and regulations, reduce institutional risk, and promote ethical standards and integrity. A guideline or standard that governs a specific college, school, department, or other university unit is not subject to this policy. Only a policy approved in accordance with this policy will have the force of a university policy.

(2) "University procedure" is a statement that provides for orderly implementation of a university policy through specific, prescribed actions, is more detailed than a policy, and does not require approval in accordance with this policy. University procedures must be consistent with and not conflict with university policies.

(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 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) "Policy Register" is the website where all approved university policies are maintained. It is located at <http://www.csuohio.edu/office-compliance/university-policies>.

(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 or reflect minor adjustments 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 official is located.

(7) "Edits" are non-substantive changes (e.g. format and grammar) and/or corrections of error (e.g. department name change, title change, etc.) that can be processed by the office of compliance.

(8) "Review and Confirm Current" means the policy has been reviewed in full and the content 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, any vice president, or in the case of faculty policies and bylaws, by the faculty senate. 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 provost or 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 the office of compliance who will post the proposed policy on the policy register for a thirty-day comment period. An email notification will be sent to the university faculty, staff and, as applicable, students, informing of the 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) The responsible official and the office of general counsel shall prepare the policy for submission to the secretary of the board of trustees for board consideration. The policy becomes effective after board approval and ten days after it is filed with the Ohio legislative service commission.

(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 the 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 provost or 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 policy.

(F) Policy format. The standard format set forth in this policy shall be used for all university policies. The responsible official shall ensure that all policies are submitted and published



according to this format. 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>.
The office of compliance shall assign the policy number.

(G) Conflicts. In the event of a conflict between a university policy and a college, school or departmental standard, guideline, or procedure, the university policy shall supersede the college, school, or departmental standard, guideline or procedure. Any college, school, or departmental standard, guideline, or procedure that conflicts with a university policy is void and unenforceable.

(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 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 or provost who will submit to the office of compliance for final approval.

(J) Posting of policies. All university policies shall be posted on the university policy register. Printed versions of the policy may be included in handbooks, catalogues and other publications, but shall include a notice that the university policy register should be consulted for the latest version.

(K) Related procedures, guidelines, processes. University policies may be supplemented by procedures, guidelines or processes that describe policy implementation practices. These procedures, guidelines, and processes will identify the applicable university policy and may be linked to it on the website, as appropriate. University procedures, guidelines and processes must be reviewed and approved by the responsible official prior to adoption and posting to the university policies website.



(L) Policy review cycle. 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.

Authorized By: [111.15](#)

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