University Policy Number 800.03:
POLICY ON FORMULATION AND ISSUANCE OF POLICIES

Responsible Administrator: Office of the President
Responsible Office: Office of Internal Audit
Originally Issued: August 2004
Revision Date: September 2010
Authority: Office of the President

Policy Statement
It is the policy of Claflin University to provide a standardized process for the development, approval and accessibility of University policies.

Statement of Purpose
This policy seeks to ensure that University policies are developed and communicated in a consistent manner.

DEFINITIONS
1. Policy Statement – A statement which outlines action in specific circumstances.
2. Statement of Purpose – the reason or basis for a policy.
3. Definitions within Policies – a means to explain relevant terms to the reader of a policy.
4. Responsible Administrator – the Vice President or sometimes the Office of the President charged with the responsibility of oversight of an area. For example, the Vice President of Fiscal Affairs would be the responsible administrator for a policy regarding Accounts Payable.
5. Responsible Office - The office that the Vice President or the Office of the President oversees and which will implement the policy. Persons in the responsible office draft and thereafter edit a policy. For example, persons within the Enrollment Management Office, a responsible office within the Division of Student Development and Services, draft and edit a policy regarding student transcripts.
6. Policy Advisory Committee (PAC) – A standing committee with broad representation from each Division within the University. The PAC reviews all policies provided by responsible offices with a focus on aspects that would benefit the University with best practices in mind. The PAC also provides editorial input. The Chairperson of the PAC is the University's Internal Auditor. The Chairperson is responsible for timely review of policies upon receipt of a draft from the responsible office; timely feedback to the responsible office; and working with the University's Webmaster and the Office of Communications and Marketing to respectively ensure that the final draft of a policy is placed on the website and to communicate the policy to the Claflin Family.

7. President's Cabinet – University administration to include the University President, the Vice President and Chief of Staff, the Vice Presidents and the Executive Administrative Assistant to the President.

Applicability
This policy applies to all University administrators, faculty and staff.

PROCESS
Standard Format - The standard format for policies was created to ensure consistency. Use of the format results in clear and concise policies at all levels of the university organization. The first page of each policy contains the policy number and the policy title. The last page of a policy contains the University's seal. (**The general format for polices at Claflin University is attached.**)

Interim Policy – Responsible administrators can issue interim policies in situations where a policy cannot be completed in the time available (i.e., a policy needs to be implemented within a week or sooner, not providing time for a complete draft by the responsible office and/or review by the PAC). Each interim policy must include a Policy Statement and a Statement of Purpose. **An interim policy should remain in force no more than 30 work days, which is considered adequate time to develop a policy through traditional and established means.**

Issuance and Announcement of a Policy – The PAC Chairperson is responsible for issuing a policy by authorization of the policy on the University's website. Then, within three days of the policy being placed on the website, the Chairperson is responsible for providing an announcement of the policy to an official in the Office of Communications and Marketing. The announcement will include a brief explanation of the policy, the responsible office and how to access the policy.

Amending a Policy - From time to time, policies will need to be amended or updated. Persons in the responsible office are charged with keeping a policy up to date. Policies with substantive changes such as changes in related procedures should be amended and follow the same steps as a new policy. This would include review by the Policy Advisory Committee and the President's Cabinet, a policy announcement, and distribution to faculty, staff and/or students, whichever applicable.

Minor policy changes such as clarifications or changes in policy title or position titles do not require Policy Advisory Committee review, Cabinet review or other previously noted steps. The PAC Chairperson is responsible for coordinating minor revisions to existing policies.

Policy Steps

The steps for policy formulation and issuance of policies at Claflin University follow:

1. The responsible office provides a draft policy to the Chairperson of the PAC (sometimes referred to as the Chairperson).

2. The Chairperson immediately distributes the policy to PAC members; then, the Chairperson proceeds to schedule a meeting to discuss and review the policy. The need to call a meeting or to review the policy through other means such as through e-mail is at the discretion of the Chairperson.

3. **If a meeting is scheduled, members from the responsible office are required to attend that meeting.** Their attendance promotes efficiency and allows discussion between PAC members and persons from the responsible office who will implement and who are familiar with the policy.

4. Within three days after a meeting or after all comments are received from members, the Chairperson summarizes discussions and comments regarding draft policies and provides them to appropriate persons from the responsible office.

5. Within five days of receiving those comments, persons from the responsible office, provide a revised draft to the Chairperson.

6. The Chairperson determines if the policy has been revised in accordance with PAC Committee discussion. In addition, the Chairperson determines if the current draft needs to be redistributed to the committee members for further discussion, or if the draft is ready for distribution to the President's Cabinet.

7. After Cabinet review, the PAC and persons from the responsible office may need to consider further policy changes. If that is the case, meetings are scheduled by the PAC Chairperson through the completion of a final draft of the policy.

8. Persons from the responsible office are charged with making changes to the policy within five days after a meeting.

9. Upon the completion of a final draft policy, the PAC Chairperson works with the University's Webmaster to ensure that the policy is put on the University's website. The Chairperson develops a summary of the policy and works with the Office of Communications and Marketing to ensure that the policy is communicated to applicable member of the Claflin Family (faculty, staff and/or students).

Attachment **– The General Format of a Policy at Claflin University**
University Policy Number _____:
(determined by numbering on the Website, by Division)
POLICY ON _____

Responsible Administrator:
Responsible Office:
Originally Issued:
Revision Date:
Authority: Office of the President

Policy Statement

brief description of the policy, generally no more than a paragraph

Statement of Purpose

the reason the policy is needed

DEFINITION(S)

In some cases, a definition is required, for example in the case of "computer passwords."

Applicability

details who the policy applies to; who should read the policy.

PROCEDURE(S) or PROCESS

detailed procedures to the extent practical in an effort to ensure compliance with the policy

Notes: The font size for University policies is **Book Antiqua 12.**