

# Cheyney University Policy Number OP-2010-0001

## Policy on Enactment of Policies

**Approved by:** President's Cabinet

**History:** Issued 2-17-2009

Revised 9-11-2013, [President's Cabinet](#)

**Related Policies:** Adopted from Office of the Chancellor Policy on Policies

**Additional References:**

### I. Introduction

The President is the individual ultimately responsible for policies associated with operations of the Cheyney University of Pennsylvania (CU) and with ensuring that policies are in compliance with the state system policies as well as Board of Governor (BOG). The University requires that all policies be promulgated in accordance with the standards and format set forth in this policy. Policies presented in a standard format will help the University accomplish its mission, maintain accountability and provide the community with a clear explanation of how CU conducts business. This policy also provides for training, revising and archiving of policies.

### II. Definitions

- A. Policies** are guiding or governing principles, formally approved to provide assistance in the conduct of CU affairs. This definition encompasses only CU policies, which should be distinguished from procedures and from divisional practices or procedures. Only those policies approved pursuant to this policy will have the force of CU policy. In the event of a conflict between a CU policy and a divisional practice or procedures, the CU policy shall supersede the divisional practice or procedure.
- B. The Divisional Councils** include the following councils: Academic Affairs Council, Student Affairs Council, Finance and Administration Council, and the University Relations Council. President's Cabinet is the Divisional Council for the Office of the President. Additional councils may be added at the President's discretion. Each Divisional Council provides oversight for the process of policy dissemination and works to ensure that the provisions in its policies are made known to and followed by members of the CU community. The President has delegated responsibility for management of the Councils and internal policy process to the Chief of Staff and Deputy to the President. Each division is responsible for developing its own policies.

- C. **Procedures** are statements that provide for orderly implementation of established policies through specific, prescribed actions and are more detailed than a policy statement.

### **III. Policy Approval Process**

New policies or changes to existing policies are initiated in the various councils and committees that comprise the Cheyney University Governance Structure by council or committee members, the President, a Vice-President, or senior member of the President's staff. Recommendations for new or revised policies must be proposed to the Chief of Staff and Deputy to the President using the policy template. The Chief of Staff and Deputy to the President will review the policy to make sure that it is consistent with the policy template and will place a number on the policy if it is a new policy. The Chief of Staff and Deputy to the President will then forward the policy to the appropriate Divisional Vice President. The Divisional Vice President will then forward the policy to its Divisional Council or to one of the councils or committees under that Division, for discussion and approval. Policies that are under the jurisdiction of a Division—such as Academic Affairs, Finance and Administration, and Student Affairs and Student Life—must be approved by the Division's Divisional Council. Once approved by the Divisional Council, the Vice President will forward that policy to the Chief of Staff and Deputy to the President for placement on the agenda for President's Cabinet. The Vice President must submit the policy to the Chief of Staff and Deputy to the President at least one week before President's Cabinet to be considered in the next President's Cabinet meeting. A policy that must be approved by the Cheyney University Council of Trustees according to PASSHE or Cheyney University policy will be forwarded to the Council of Trustees by the President after the policy is approved by President's Cabinet.

President's Cabinet will review the policy for the following:

- consistency in format and presentation,
- conflicts between the proposed policy and other CU policies,
- consistency with laws or other external regulations germane to the policy, and
- consistency with the mission of CU.

After approval by the President's Cabinet, each Vice President shall be responsible for posting and coordinating dissemination of the policy in cooperation with the Chief of Staff and Deputy to the President.

### **IV. Policy Training**

Within 30 days of the issuance of any new policy, each Vice-President is responsible for ensuring that appropriate training has been provided by appropriate personnel to those within his or her Division as to the contents of the policy.

Policies that impact a Vice President's Division shall be in a central location and readily accessible for reference by any employee of the division.

### **V. Review of Policies**

The Office of the President will establish a calendar for regular review of all policies. All policies shall be reviewed no later than two years from the date of enactment.

## **VI. Role of Responsible Official**

All supervisors shall have the responsibility of following and administering applicable policies. Each of the respective Vice President shall assign a Responsible Official to all existing policies within their area of operations and to any newly generated policies to ensure proper archiving, availability and training as to those policies within the division. If no Responsible Official has been assigned, the Vice President for that area of operations will be deemed to be the Responsible Official.

## **VII. Policy Template**

The standard template should be used for all CU policies. Only those policies approved in accordance with this policy will have the force of CU policy. The policy template is incorporated into this policy as Attachment "A."

## **VIII. Interim Policies**

The President or Provost may create an interim policy in situations where a CU 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 six months from the date of issuance.

## **IX. Posting of Policies**

All CU policies will be posted on the official CU website. The Responsible Official will identify all of the places in university communications where a policy appears and ensure standardization of print and online policies. All division web pages must link to the official CU policy website instead of posting their own versions of the approved policy. Printed versions of the policy may be included in supplemental materials but must include a disclaimer that the official CU policy website should be consulted for the latest version.

## **X. Archiving of Policies**

The Chief of Staff and Deputy to the President will keep, to the extent reasonably practicable, an archive of CU policies with appropriate indexing, including all effective dates.

**Cheyney University Policy Number**

**Policy Title:** \_\_\_\_\_

**Approved by:** XYZ Divisional Council  
President's Cabinet

**History:** Issued – Date  
Revised – Date revised by Divisional Council; Date revised by President's Cabinet

**Related Policies:**

**Additional References:**

- A. **Purpose:** State the reason for the origin of the policy.
  
- B. **Scope:** Who should read this policy?
  
- C. **Definition (s):** List of terms used in the document; defines unfamiliar terms that have a specialized meaning in the policy.
  
- D. **Policy and Procedures(s):** The policy itself, including relevant implementing procedures and guidelines.