

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Policy and Procedure Processes	1-023 ADMINISTRATIVE March 2020
---------------------------------------	--

POLICY

- 1.01 Policies and procedures are the structured processes by which an organization operates.
- 1.02 Policies reflect the “rules” governing the implementation of the campus processes. Procedures are the “guidelines” which represent an implementation of policy. Procedures should evolve over time as new tools emerge, new processes are designed, or the risks associated with an area change in response to internal or external environmental changes. Policies and procedures shall have campus-wide application.
- 1.03 The Chair(s) of the Policies and Procedures committee maintains the Policy and Procedures network document storage repository for OSU Institute of Technology (OSUIT) and coordinates creation, review, and approval of all university policies.
- 1.04 OSUIT uses a standard policy format and a uniform review and approval process for policies and procedures to improve communication, promote administrative consistency and efficiency, and ensure compliance with pertinent state and federal laws as well as accreditation requirements.
- 1.05 The Policies and Procedures Manual is published in electronic format and is available online at <https://osuit.edu/policies-procedures/index.php>. This online version will be the most current, and therefore, the official version.
- 1.06 Units may not have separate websites with duplicate versions of the policies. All websites and paper documents should reference the policies available at the web address noted in 1.05.
- 1.07 Policies and procedures are organized by broad administrative function, and the highest-ranking leader responsible for a particular policy category is considered to be the “responsible officer” for the development, authorization, and implementation of that unit’s policies and procedures. The categories include the following:
- I. Administrative
 - II. Academic Affairs
 - III. Fiscal Services
 - IV. Student Services
 - V. Facility Management
 - VI. Technology Services
 - VII. Marketing & Communications

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

- 1.08 All policies are listed numerically by category.
- 1.09 Responsible officers ensure that their policies and procedures are up-to-date and revised when necessary to reflect current policy, practice and/or procedures. Each policy should be reviewed by the originating unit and revised as necessary at least every five years. The Chair(s) will monitor the last date of revision of all policies and will schedule a policy for review when the last revision date is more than five years old.

PROCEDURES

- 2.01 A Policy and Procedures Committee will remain in effect at all times. Membership is comprised of the following individuals:
- Policies and Procedures Committee Chair(s)
 - President, *ex officio member*
 - Vice President, Academic Affairs
 - Vice President, Fiscal Services
 - Vice President, Student Services
 - Director, Physical Plant Services
 - Associate Vice President of Technology Services
 - Executive Director, Marketing & Communications
 - Director, Human Resources
- 2.02 The Executive Committee of the Policy and Procedures Committee shall be comprised of the Co-Chairs and the Cabinet. Minor modifications may be approved by the Executive Committee without review by a full Policy and Procedures Committee meeting.
- 2.03 Any time an employee notices that either a state or federal law or policy has changed, or a campus process has changed, they may suggest recommended modifications to any policy by contacting either the Chair(s) or the “responsible officer” over one of the categories. All policies must be created or modified using Microsoft Word, with track changes enabled. When revisions have been made by the responsible officer, the policy document should be sent to the committee chairs for scheduling of a review and dissemination of the proposed policy to the committee members.
- 2.04 A newly developed policy should first be forwarded electronically to Chair(s) for the purposes of logging, applying formatting consistency, and the assignment of the next sequential number in a specific category. This initial review will also include the determination that a new policy is needed, or if an existing policy might need expansion. Additionally, a review of the OSU System Policies and Procedures will be made to find similar policies which may impact OSUIT processes. This policy, and any supplemental information, will be forwarded electronically to the members of the Policy and Procedures Committee for review.

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

- 2.05 Depending on the complexity of the modification, or campus interest in the policy, several levels of approvals may be required.
- 2.06 Academic policies and procedures with broad impact or major modifications should be vetted through the Academic Council, and consensus reflected in the group's minutes, prior to review and approval by the Policy and Procedures Committee.
- 2.07 Policies and procedures with a campus impact or interest should be vetted through Administrative Council, and consensus reflected in the group's minutes, prior to review and approval by the Policy and Procedures Committee.
- 2.08 Official policies and procedures will be maintained and secured only on the OSUIT "I" Drive in the Policies and Procedures folder. Members of the Policies and Procedures Committee will have "view" access, but only the Chair(s) will have "write" access.
- 2.09 Once a policy and procedure is finalized, the Chair(s) will make the determination as to whether or not the policy and procedures, or modification, differs significantly from the original or from the OSU System Policy. If it does, then the policy and procedure will be submitted to OSU Legal Counsel for review and approval.
- 2.10 Once approved, the Chair(s) will notify the designee of the Executive Director of Marketing & Communications that the policy and procedure is ready for posting to the OSUIT website.