

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Policy and Procedure Processes	1-023 ADMINISTRATIVE February 2013
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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” and represent an implementation of policy and should evolve over time as new tools emerge, new processes are designed, and the risks associated with an area changes in response to internal or external environmental changes. Policies and procedures shall have campus-wide application.
- 1.03 The Office of the Executive Vice President maintains the official Policy and Procedures Manual for OSU Institute of Technology (OSUIT), and coordinates 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 state and regional accreditation requirements.
- 1.05 The Policies and Procedures Manual is published in electronic format and is available online at http://www.osuit.edu/campus_community/policies_and_procedures/. 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 unit leader within that unit is considered 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. Information Technologies
 - VII. Institutional Advancement

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- 1.08 All policies are listed numerically by Category. Current policies are shown in orange and have active links; policies in black are under review and have no active link.
- 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.

PROCEDURES

- 2.01 A Policy and Procedures Committee will remain in effect at all times. Membership is comprised of the following individuals:
- Executive Vice President, Chair
 - Vice President, Academic Affairs
 - Vice President, Fiscal Services
 - Vice President, Student Services
 - Vice President, Institutional Advancement
 - Director, Marketing
 - Director, Physical Plant Services
 - Director, Computer Information Services
 - Director, Human Resources
 - President, *ex officio member*
- 2.02 The Executive Committee of the Policy and Procedures Committee shall be comprised of OSUIT Vice Presidents, the Executive Vice President and the President. 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, he/she may suggest recommended modifications to any policy by contacting either the Office of the Executive Vice President or the “responsible officer” over one of the categories.
- 2.04 A newly developed policy should first be forwarded electronically to the Office of the Executive Vice President 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.
- 2.05 Depending on the complexity of the modification, or campus interest in the policy, several levels of approvals may be required.

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- 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 All policies and procedures will be maintained on the OSUIT "I" Drive in the Policies and Procedures folder. Members of the Policies and Procedures Committee may request "view" access, but only the Office of the Executive Vice President will have "write" access.
- 2.09 Once a policy and procedure is finalized, the Office of the Executive Vice President 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 Office of the Executive Vice President will notify the Webmaster that the policy and procedure is ready for posting to the OSUIT website and full implementation.