



# **California Health Sciences University**

## **UNIVERSITY**

### **POLICY REGARDING APPROVAL OF UNIVERSITY AND COLLEGE POLICIES**

#### **PURPOSE**

The purpose of this policy is to identify and explain the process required for approval of new policies and approving amendments to existing policies at both the University level and policies for individual colleges and programs within the University.

#### **SCOPE**

This policy is applicable to all University policies, including formal policies posted to the University website (<https://chsu.edu/policies/>) as well as formal rules and requirements that are set out in handbooks, operating manuals or other key governing documents.

#### **POLICY STATEMENT**

All University Policies must be developed, modified/amended, approved, or disapproved consistent with the procedures outlined in this Policy. To ensure that University policies remain current, all policies should be reviewed at least once every five years. Policies that are not developed following the procedures below shall not be considered official policies of CHSU or any component college.

#### **DEFINITIONS**

Policies are formal written statements of principle that identify how the University (or a College or Department within the University) will manage or address specific issues within their business and operations. Policies typically require or prohibit certain conduct and are usually based on applicable laws and regulations or are necessary to advance the University's mission and vision or mitigate the risks associated with operations. In some instances, policy statements will also include procedures that describe how the policies will be implemented.



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## RELATED INFORMATION AND PROCEDURES

### A. Department Heads and Deans Responsible for Recommending and Revising Policies

Each department of the University administration is responsible for developing and revising policies governing the work of each department. Similarly, each college within the University is responsible for recommending policies governing the work specific to each college.

Each department and college will review all policies for which it is responsible for at least once every five (5) years to determine whether a policy requires revision, replacement, or retraction.

A policy can be disapproved, amended, replaced, or retracted by action of the President on recommendation of the PDC for any of the following reasons: (1) changes in federal, state, regulatory or local legislation; (2) changes to the University operations; or (3) identification of existing policies that overlap or duplicative.

### B. Responsibility Charting

Each policy shall identify the applicable responsibility charting identified using the RACI protocol.

**R** – the policy must identify which administrator is ultimately responsible for the policy.

**A** – the policy must identify which administrator is accountable for implementation of the policy and will typically also serve as the policy owner.

**C** – the policy must identify which stakeholders should be consulted in the development of and revision to the policy. Legal counsel must review policies prior to them being submitted to the R. All policies for departments of the academic division, including each college, shall be submitted to the appropriate college dean for review. Policies impacting revenue or requiring budget adjustments shall require the University Business Office approval.

**I** – the policy must identify which stakeholders should be informed regarding the approval of the policy.



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Policies must have been reviewed by the identified “C”s and approved by the R prior to submission to the PDC for final approval and tracking.

### **C. Submission of Recommendations**

The policy owner shall submit recommendations for policies to the Policy Development Committee (“PDC”). Submissions shall:

1. Utilize the most recent policy development template format prepared by the PDC;
2. Identify the RACI applicable to the policy and confirm that the RACI protocol has been followed prior to submission;
3. Include the specific policy language; and
4. Include a brief summary of why the new or revised policy is necessary for, or in the best interests of, the operation of the University and/or college.

Unless electronic voting becomes necessary as described in section E below, all proposed policies must be submitted to the PDC to provide the PDC reasonable period to review the submission prior to a PDC meeting.

### **D. Review by Policy Development Committee**

After a recommendation for a new or revised policy is received by the PDC, it will be placed on an agenda for review at the next PDC meeting.

The PDC will determine whether the policy should be approved and implemented or whether any changes should be made to the recommended policy. If changes are necessary, the policy can be referred back to the owner or a representative or working group of the PDC can be appointed to work with the policy owner (or designee) who submitted the recommendation regarding those changes. Once the requested changes are made by the policy owner (or designee) and the RACI protocol has been completed, the PDC will review the revised recommended policy and submit the recommended policy for final approval as described below.



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### **E. Approval by an Electronic Vote (E-vote)**

While there is a preference for policy approval at meetings, an E-vote may be appropriate if: (1) expedited action is requested by the person submitting the policy; (2) based on a prior vote of the PDC; or (3) the decision of the PDC Chair in consultation with other committee members. The PDC Chair will review any request for an E-vote to ensure that there is a showing of a good cause for the need for expedited review.

The E-vote is limited to specific circumstances where resolution at a meeting is not feasible. The circumstances are as follows:

1. urgency due to requirements from an accreditation agency such as BPPE, WASC, COCA, etc.;
2. the issue does not appear controversial;
3. the issue was discussed at a prior meeting, but the vote was postponed until missing information was added or the policy was re-worded.

After an E-vote is approved, the proposed Policy or policy amendment will be circulated to the PDC for a vote. The committee can vote to – (1) approve, (2) decline and refer to the full PDC, (3) decline and refer back to the submitter. In an e-vote, suggestions for changes are limited to minor editorial changes. In the event of a negative vote or request for substantive changes, the proposed policy or policy revision will be reviewed at the next PDC meeting.

### **F. Final Approval Process**

All policies shall be submitted to the PDC for recommendation to the University President for final approval. The University President (or designee) shall inform the President's Council regarding approved policies. The President's approval of all policies shall be final.



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Once approved, all policies will note the following:

1. The RACI
2. Date of revision
3. Approved date

The PDC Chair (or designee) shall provide notice of approval to the policy owner, shall: 1) cause the policy to be published to the CHSU community and onto the CHSU website, and 2) assist the policy owner in informing the "I" identified as applicable to the policy.

After approval, how and when disseminated? Can we add a section here describing that process?

### **G. Board Developed Policies**

Notwithstanding the above, the Board of Trustees retains authority to develop and approve policies of the University. At the request of the President, the PDC Chair shall work with the Board of Trustees, on development of such policies. The University President shall be consulted by the Board President or designee regarding such policies as well. All final Board-level policies shall be tracked by PDC and published into the policy repository. Any conflict between policies approved by the Board of Trustees and those of the University administration or its component colleges shall be resolved in favor of the Board of Trustees policy unless otherwise required by law or accreditation standards.



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## **RESPONSIBILITIES**

This policy is owned by the President. It is administered by the Chair of PDC.

## **HISTORY (R\*)**

### **Approval Date:**

10/4/2023

1/01/2017

9/23/2020

### **Revision Date(s):**

9/18/2023

9/17/2020

### **Reviewed Date(s):**

9/18/2023

**R:** President

**A:** Chair of the Policy Development Committee

**C:** College Deans, President's Executive Council, Legal Counsel

**I:** All campus community