



California Health Sciences University

POLICY REGARDING APPROVAL OF UNIVERSITY AND COLLEGE POLICIES

PURPOSE

The purpose of this policy is to document the procedures required for approval of new or revised California Health Sciences University's departmental and college specific policies and shall govern the work of the University's Policy Development Committee. Policies which do not adhere to the procedures below shall not be considered official policies of CHSU or any component college. Policies include, but are not limited to, large documents such as handbooks or operating manuals applicable to University staff, students or operations. This policy shall be administered by the Chair of the PDC.

POLICY STATEMENT AND RELATED INFORMATION

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

Each department of the University administration is responsible for developing and revising recommended 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.

B. Responsibility Charting

Each policy shall identify the applicable responsibility charting identified through the use of 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. I – the policy must identify which stakeholders should be informed regarding the approval of the policy. 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.



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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.

D. Review by Policy Development Committee

Once a recommendation for a new or revised policy is received by the PDC, the PDC shall convene a meeting to review and discuss the recommendation. The PDC shall determine whether the policy should be implemented and, if so, whether any changes should be made to the recommended policy. If changes are necessary, a representative or working group of the PDC shall work with the policy owner (or designee) who submitted the recommendation regarding those changes. Once the changes are completed by the policy owner (or designee) and the RACI protocol has been completed, the PDC shall review the revised recommended policy and submit the recommended policy for final approval as described below.

E. Final Approval Process

All policies for departments of the executive division shall be submitted by the PDC to the University President for final approval. The University President (or designee) shall inform the President's Council regarding approved policies. All policies for departments of the academic division, including each college, shall be submitted by the PDC to the appropriate college dean for approval and then submitted to the President for final approval. The President’s approval of all policies shall be final. Policies impacting revenue or requiring budget adjustments shall require the University Business Office approval in order to be final. Once approved, all policies shall note the following: the RACI, date of revision, effective date, approved date and whether the policy was approved by the appropriate administrators. The PDC Chair (or designee) shall provide notice



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of approval to the policy owner, shall publish the policy to the policy repository, and shall assist the policy owner in informing the “I” identified as applicable to the policy.

F. 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.

RESPONSIBILITIES

A. The President is responsible for implementing the provisions of the document.

HISTORY (R*)

Approval Date: 1/1/2017

Revision Date(s): 9/17/2020

Reviewed Date(s):

R: President

A: Chair of Policy Development Committee

C: College Deans, President’s Executive Council, Legal Counsel

I: All Campus Community