

.100 Policy Statement

Eastern Oregon University (EOU) shall have an Operating Policy and Procedure system for the development, identification, distribution, review and revision of operating policies, procedures, and rules.

.110 Policy Rationale

Eastern Oregon University strives to ensure that its operating policies offer governing principles and guide actions in response to issues or circumstances likely to surface repeatedly. EOU operating policies will be consistent with relevant federal and state laws, rules and regulations, the Oregon University System and State Board of Higher Education policies and procedures.

.120 Definitions

None

.130 Operating Policy (OP)

Eastern Oregon University's operating policies will be characterized by the following criteria:

- a. It is a governing principle that mandates or constrains actions.
- b. It helps ensure compliance with applicable laws and regulations, enhances the university's mission, promotes operational efficiencies, and/or reduces institutional risk.
- c. It changes infrequently and sets a course for the foreseeable future.

.140 Development of an Operating Policy/Procedure

- a. Anyone at Eastern Oregon University may propose a new or revised OP by routing the suggestion through the administrative channel to the appropriate Vice President.
- b. Before the policy reaches the Vice President, the drafted policy should:

1. Have a clearly identifiable author(s)
2. Reflect the mission of Eastern Oregon University
3. Define the proposed policy and procedure
4. Outline evaluation procedures
5. Be reviewed for internal control implications
6. Be reviewed for financial implications
7. Be reviewed for legal implications

c. The appropriate Vice President will then present the draft policy to the EOU Executive Cabinet. The EOU Executive Cabinet may then endorse initial approval, refer it back to the author(s) for further investigation, or dismiss it from further consideration. The EOU Executive Cabinet will typically consider pending policy matters on a quarterly basis. If time allows, the EOU Executive Cabinet has the option of reviewing pending policy matters more often than quarterly.

d. After initial approval by EOU Executive Cabinet, the campus will be notified of the proposed policy. The proposed policy will be posted to EOU's website to facilitate comment and feedback from any interested EOU faculty, staff or students. The comment period will be for fifteen days.

e. The comments will be disseminated to the policy's author(s) and the appropriate Vice President. The author(s) and Vice President will consider the comments and adjust the policy as warranted.

f. The revised version of the policy will then be presented to EOU Executive Cabinet for final approval. Upon approval, the EOU Executive Cabinet shall clearly stipulate who is responsible for implementation. That person shall implement the policy at the suitable organizational level(s) in a manner consistent with this policy.

g. The EOU Executive Cabinet may adopt an interim policy without dissemination and review if necessary. Any interim policy will be disseminated for comment as soon as practicable and will automatically expire six months after adoption if not reviewed and approved as outlined in this policy.

.150 Review and Revision of an OP

a. To maintain an effective set of operating policies and procedures, all OPs must have a regular schedule of review and revision (at least every three years) as established by the Vice President responsible for implementation of the policy. The reviewing entity and the date (year, month and day) of the review shall be specified upon incorporation of the policy in the appropriate policy manual(s).

b. An OP can be revised at any time, not just during its normal review process. Anyone wishing to recommend revisions should forward this suggestion through proper channels to the appropriate Vice President. If an OP should be revised or canceled before the regular review cycle, the memorandum for the suggestion should indicate clearly why the author suggests the review should be undertaken immediately.

c. When revision is necessary, the responsible Executive Officer will follow the process set forth in section .140 "Development of an Operating Policy/Procedure (OP)."

d. When an OP is revised, it is reissued with a new date; however, portions of an OP may be revised without changing the entire OP. When single pages are revised, the pages will have a notation "Revised (date)" placed in the lower right corner below the OP number.

e. Minor or routine changes to policy or changes mandated by state or federal law, by the Oregon University System, or by the Oregon State Board of Higher Education may be made after consultation with and approval by the Vice President who is responsible for review of the policy. The procedures outlined in Section .140, "Development of an Operating Policy/Procedure (OP)," need not be followed. Minor or routine changes include items such as updating of a title or department name listed in a policy or correction of typographical errors.

.160 Format of an OP

a. Underlying the OP system is the philosophy that all policies, procedures, and rules are approved by the appropriate Vice President and the EOU Executive Cabinet and will be available via EOU's website. An appropriate format shall be adopted and used consistently. The following major sections should be considered in the order listed for each OP:

1. Policy Statement (background for the OP).
2. Policy Rationale (rationale for the OP).
3. Definitions (any terms in the OP that need specifically defined to aid in the understanding of the OP)
4. Procedure (sequential steps necessary to carry out the policy).
5. Internal control considerations, if applicable (how to ensure adequate safeguarding of assets, e.g., segregation of duties, safeguards against misuse or fraud, etc.)
6. Effective date and Review [identify which Vice President is responsible for review of the OP and the date (month/year) the review shall occur].

7. Approval History (to include the date the EOU Executive Cabinet approved the OP, as well as the original date the policy was put into practice at EOU.)

b. Some OP may not require all of these sections. Judgment is called for in the type and degree of headings used. Each OP number should appear in the lower right corner with the approval date placed immediately below it.

.170 Policy Retention, Access and Copies

- a. EOU will maintain a central repository for original policies approved by the Executive Cabinet.
- b. OP shall be available to all students, faculty, staff and others through an EOU webpage.
- c. Periodically, a broad university announcement of the availability of OP will be made. The announcement will include a brief explanation of policy and where it is published.

.180 Approval History

Approved by the Eastern Oregon University Executive Cabinet on XX/XX/XXXX.
Adopted into practice XX/XX/XXXX.