

POLICY APPROVAL PROCESS

The Board of Trustees shall promulgate and approve all policies that establish fundamental principles as a basis and guide for later action.

The President, or designee, shall promulgate and approve operational policies needed to administer the college and its various units in accordance with state and federal legislation, reasonable administrative practice, and the delegation of authority made by the Board of Trustees.

The President shall designate one person to be responsible for coordinating a policy-approval process that shall include appropriate procedures for transmitting new or revised policies to the Board and the President.

All policies, regardless of their origin, shall be reviewed by the President prior to submission to the Board.

The President shall designate an appropriate staff member to implement and to be responsible for each approved policy.

Responsible Unit: President's Office
Date Adopted: April 20, 2005

POLICY APPROVAL PROCESS

Background

This policy describes the process for creating, revising, rescinding, and publishing official campus policies, procedures, and resolutions, as well as policy structure and periodic reviews. Because policy and procedure documents define much of how the college functions, a clearly outlined process is needed to ensure broad involvement and consultation and consistency in developing and revising these documents.

Archives

Official archived copies of current policies and procedures are kept on file in the Ramapo College of New Jersey Library and in the president's and provost's office. Also, a current version is available at <http://www.ramapo.edu/>. The online manual replaces earlier printed versions, which are no longer provided or distributed.

Policy Approval

Only the president and/or the Board of Trustees have the authority to approve, revise, and/or rescind policies, except where noted. The president and/or the Board of Trustees determine the final version of any policy that becomes official at Ramapo College of New Jersey. All drafts and comments submitted to the president and/or the Board of Trustees are considered recommendations.

Board of Trustees Policies

Board of Trustees policies generally deal with the college as a whole and establish fundamental principles as a basis and guide for later action. Board policies are intended to be enduring rather than responses to a particular issue. Procedures are occasionally part of these policies when the procedures help define the nature of the policy. More often, procedures and regulations regarding policies need to be closer to the implementation process and are developed and refined administratively.

Examples of Board policies include but are not limited to the following: mission, values, direction, principles, degree requirements, affirmative action and equal opportunity, conflict of interest, investments, budget, tuition and fees, and tenure. Policies considered by the Board of Trustees will be specifically identified and acted upon by the Board. When approved, they are adopted as Board policies.

College Operational Policies

College or operational policies are needed to administer the college and its various units in accordance with state and federal legislation, reasonable administrative practice, and the delegation of authority made by the Board of Trustees. These policies may contain basic principles, but generally include procedures and regulations for managing the institution. The scope of college policies is wide, ranging from the entire college to individual schools or units.

Examples of college policies include but are not limited to the following: non-academic student complaints, overload, leaves, and four-day work-week. Operational policies will generally be approved by the president, unless they are narrow in scope, in which case they may be approved by the chief administrative officer of the originating unit or area and brought to the Cabinet as an information item. Occasionally, because of Board of Trustees expressed interest or because the administration notes the implications of a particular policy, a college policy will be brought to the Board of Trustees for review.

General Procedure

1. A proposal for a new or revised policy and procedure usually originates from the unit that has primary responsibility for the issue being addressed—e.g., Human Resources, a chief administrative officer, or the Faculty Assembly. Also, a proposal for a new or revised policy and procedure may originate from a faculty/staff member or a faculty/staff group.
2. Proposed policies and procedures are broadly circulated for review within the functional areas where they are developed, always to include the chief administrative officer of the area.
3. After a policy and procedure is reviewed by the originating unit, the chief administrative officer of that area sends the document to the Cabinet, with a copy to the vice provost for institutional planning and accreditation. Policies and procedures that are narrow in scope may be approved by the chief administrative officer and sent to the Cabinet as an information item.
4. After all appropriate reviews, the chief administrative officer of the originating unit forwards the proposed policy and procedure to the president, with a copy to the vice provost for institutional planning, in both electronic and hard-copy formats for inclusion on the Cabinet agenda. The Cabinet may (1) recommend approval with or without additional changes, (2) recommend disapproval, or (3) recommend tabling the policy.
5. The president may (1) approve with or without additional changes, (2) disapprove, or (3) table the policy. If the policy and procedure is approved by the president, the President's Office will return the approved policy and procedure to the vice provost for institutional planning who will ensure that (a) hard copies are placed in the official print versions of the policy and procedure manual, (b) hard copies are provided to the Library, and (c) an electronic version is provided to the director of the web for placement.
6. If the president does not approve a new, revised, or rescinded policy and procedure, he/she will return it to the vice provost for institutional planning—with reasons for not approving the document and possibly with suggestions for revision. The document will be returned to the chief administrative officer in the unit and the originator of the policy for revision.

7. After the policy and procedure is on the web, the vice provost for institutional planning notifies the entire campus about its availability.

Board of Trustees Approval Process

After appropriate reviews, new, revised, or rescinded policies will be forwarded by the president to the appropriate Board of Trustees committee for its review.

The Board of Trustees may (1) approve with or without additional changes, (2) disapprove, or (3) table the policy. If the Board of Trustees does not approve a policy, the policy will return to the vice provost for institutional planning—with reasons for not approving the document and possibly with suggestions for revision. The document will be returned to the appropriate chief administrative officer in the unit and the originator of the policy for revision.

Faculty Assembly and Professional Staff Association Process

1. Policies and resolutions (Faculty Assembly Bylaws) from the Faculty Assembly come as recommendations to the Office of the Provost via the Faculty Assembly president; (1) the provost forwards them to the president with his/her recommendation attached; (2) the president places them on the Cabinet agenda; (3) the Cabinet makes a recommendation to the president; and (4) the president makes a decision (or recommendation to the Board, if the issue is such that the Board should be involved). Notification of the final decision will occur as noted below. Approved resolutions will be placed on the Faculty Assembly web site.
2. Policies and resolutions from the Professional Staff Association (PSA) come as recommendations to the vice provost for institutional planning; (1) the vice provost forwards them to the president with his/her recommendation attached; (2) the president places them on the Cabinet agenda; (3) the Cabinet makes a recommendation to the president; and (4) the president makes a decision (or recommendation to the Board, if the issue is such that the Board should be involved). Notification of the final decision will occur as noted below.

Policy Review

All policies shall be reviewed every two (2) years by the originating unit to determine if procedures and practices correspond with policy. If practices and procedures no longer correspond with the written policy, then the policy and/or procedure must be changed.

There are many instances where this may happen, including but not limited to: titles within the college change, language usage becomes an issue, procedural changes occur which reflect changes in actual operations, there are changes in state or federal legislation, or changes occur in organizational structure. The originator of the policy is authorized to make the appropriate corrections. These corrections will be reviewed by the chief administrative officer in the division, the vice provost for institutional planning, and the president. All changes follow the “General Procedures” provision noted in this policy. There is no need to wait for the review cycle if it is evident that a change in policy or procedure is needed.

Rescinding Policies

Rescission of a policy may be initiated by the originating unit, a chief administrative officer, or a faculty or staff member. Rescission proposals are forwarded to the originating unit, and others as appropriate, to ensure that all factors have been considered prior to rescission. After appropriate review, the proposal will be submitted to the Cabinet for recommendation to the president. If a Board of Trustees approved policy, the proposal will be submitted to the Board of Trustees by the president.

Notification

Employees will be notified of new or revised policies or resolutions by email.

The college reserves the right to add, amend, or revoke any of the contained policies, procedures, rules, and regulations or incorporate additional ones, with or without notice, as circumstances or the good of the college may require.

Responsibility

Board of Trustees

- Sets and approves policies dealing with broad institutional issues, i.e. mission, values, direction, principles, degree requirements, tuition, affirmative action, conflict of interest, investment and budget guidelines, budget approval

President

- Approves college operational policies and recommends policies to the Board of Trustees

Provost and Vice Presidents

- Approve college operational policies that are unit/area specific
- Review all policies
- Determine whether other review is required

Vice Provost for Institutional Planning and Accreditation

- Determines whether reviews are required by the deputy attorney general, risk manager, human resources director, affirmative action director, etc.
- Serves as policy coordinator for the college
- Assigns policy categories and policy number
- Serves as the college repository for master policies
- Monitors policy review dates
- Maintains the administrative policy structure
- Prepares draft policies for academic affairs review
- Notifies college employees of new and revised policies

Deans and Unit Heads

- Acquaint new employees with Ramapo College of New Jersey policies and procedures and how employees can access this information
- Keep unit employees updated, i.e. discuss new or changed policies at unit meetings and their impact, if any, upon unit operations

Employees

- Are responsible to familiarize themselves with college policies to ensure compliance

Policy Format

Policies shall be developed and published in the format indicated by this policy and consist of the following key elements:

- Policy statement is mandatory; references to procedures, other governing policies or laws, and attachments to provide clarification may be added if necessary
- Definitions: define the critical terms used in the policy, if necessary
- Procedures: describe necessary steps for carrying out policy statement
- Review: identifies the originating office for review and a review cycle
- Approval: date approved by the president and/or Board of Trustees

Appearance

To ensure uniform format and appearance when developing policies, adhere to the following guidelines:

- Use Microsoft Word software
- Use 1" top, bottom, left and right margins on the policy; attachments may use any variation of margins
- Use Arial font, 10pt or 11pt.; **bold** font for headers and regular font for the body

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Date Adopted: April 20, 2005