



Policy Name	Policy on Policies and Policy Making Authority
Policy Number	11200.001
Effective Date	April 14, 2016
Administrative Division	Office of the President
Unit	Division of General Counsel
Revised Date	April 14, 2016

1. Policy Statement.

Jackson State University formally approves, issues and maintains in a consistent format, official university policies in a central policy directory. Individuals engaged in developing and maintaining university policies must follow the requirements outlined in this document for drafting, approving, revising, and withdrawing university policies.

2. Purpose of Policy.

The purpose of this policy is to notify University administration, faculty, staff, students, and the community in general on how Jackson State University adopts, approves, revises, and periodically reviews the various University policies. It defines the delegation of policy making authority without intending to erode the ability of supervisors to establish employee duties or direct daily tasks, so long as such directive does not conflict with an approved policy.

3. Definitions.

a. **Policy Statement.** A statement on the front page of a policy document that encapsulates the policy's purpose, namely its core provisions or requirements.

b. **Interim Policy.** Provisional policy document issued when a University policy is needed within a time period too short to complete the process described herein.

4. Policy Making Authority.

The President has the authority and responsibility to approve and, when appropriate, recommend institutional policies to the Board of Trustees for the Mississippi Institutions of Higher Learning ("IHL") for approval. See IHL Bylaw 301.0703 and 301.0801. So long as a policy is not contrary to an IHL Bylaw and its approval complies with this Policy, the President or such administrators with written policy-making authority from the President, may establish University policy.

5. Organizational Responsibility.

5.1 **President.** The President is responsible for approving institutional policy and for delegating policy-making authority, when appropriate, to other administrators by written correspondences, a copy of which shall be maintained in the President's files and a copy forwarded to the General Counsel. The President may revoke a delegation of policy-making authority, or disapprove any institutional policy at any time. Delegations of policy-making authority should explicitly limit the authority granted to areas affected or

by subject matter. The President shall also notify the Vice Presidents and Provost of any new or amended policies relevant to their responsibilities as soon as possible. Policies implemented through delegated authority may not be contrary to any policy approved by the President directly. A University-wide policy that affects multiple areas of the University under the supervision of different Executive Cabinet members must be approved by the President to ensure policies are consistent.

5.2 Executive Cabinet. The Executive Cabinet members (the Cabinet) are responsible for the implementation and enforcement of policy for areas and individuals immediately under their jurisdiction. The Vice Presidents and Provost are also responsible for reviewing and editing the administrative elements of proposed policies which affect their areas. Vice Presidents and the Provost may, by written document with a copy to the President and General Counsel, sub-delegate policy making authority to Associate Vice Presidents when responsibility for such policy was within the Vice President's or Provost's delegated authority.

5.3 Deans and Directors. The Deans and Directors are responsible for educating chairs and supervisors in each department under them about Policy changes, and for ensuring that policies are followed. Additionally, Deans and Directors shall draft, propose, and make recommendations regarding policy which affects their department.

5.4 General Counsel. Proposed policies or amendments shall be reviewed for legal compliance by the General Counsel, or designee(s) authorized by the General Counsel. The General Counsel shall be responsible for advising the Cabinet members in connection with recommending edits or changes to policy language. The General Counsel or authorized designee will sign all policies which meet legal approval.

5.5 Non-Administrative Employees. Any employee with suggestions on how to improve current policy, or who believes a new policy would benefit the University, is encouraged to discuss their ideas with their supervisor.

6. Procedure for Policy Approval, Review, Archiving, Management and Format.

Ideas for new policies or revisions to existing policies may be recommended by any JSU employee, student, alumnus, or organization (i.e. senates, committees, departments, councils, boards, clubs).

6.1 Approval Process for New or Revised Policies.

6.1.1 Cabinet members are ultimately accountable for the drafting, updating, and implementing of policy affecting their areas. A Cabinet member, or his/her designee, reviews the final drafts of proposed policies under their purview as well as the reasons for the policy. The Cabinet member should inform other Cabinet members of proposed new policies or policy changes prior to approval where the policy could potentially affect other areas.

6.1.2 The Cabinet member is encouraged to seek input from appropriate personnel, including subject matter experts, frequent users of the policy, representatives of groups

affected by the policy, and other senior leadership. The Cabinet member may implement methods for soliciting comments or suggestions from affected individuals.

6.1.3 The General Counsel, or authorized designee, must approve the legal terms of the policy, and such approval shall be indicated by attorney signature on the drafted policy.

6.1.4 An Interim Policy may be approved by signature of the General Counsel and Department Head until final signature has been obtained from the University President.

6.1.5 The appropriate administrator with policy-making authority signs and dates the policy. The policy is then forwarded to the General Counsel for signature and then submitted to the President for final signature.

6.1.6 The policy-making administrator forwards a copy of the signed policy to the Policy Archivist, who will upload the policy into a searchable online data base.

6.2 Publicizing a Policy. Once a policy is approved, the Cabinet members communicate it to those individuals who will implement the policy and ensures that those affected by the policy are notified within a reasonable time.

The policy is placed among the approved policies of the University in an online database, which shall be accessible through a quick link from the JSU homepage at www.jsu.edu, as well as through other locations. Maintaining current policies online will be a shared responsibility of each Vice President/Provost and the University's Policy Archivist, although the areas of Information Technology and Information Systems and Integration will provide technical assistance. The Vice Presidents and Provost shall also keep a hardcopy of all current policy which governs his or her organizational areas.

6.3 Systematic Review of Policies. All policies are required to be reviewed at least once every three years by the administrator responsible for the policy (or their designee) and revised as necessary. Changes or revisions to policies will be treated as new policies in that they require documented administrative and legal approval. All revised or edited policies shall state within its provisions that the policy supersedes any earlier policy on the specific issue or function, as the case may be. If a related policy is not to be superseded, the new policy should exempt that policy specifically or clearly state the circumstances in which each policy should apply.

6.4 Archiving Policies. Each Vice President/Department Head shall assign an individual or limited number of individuals under their area(s) the responsibility for being the policy custodian for policies affecting his or her areas. When policies are revised or rescinded, the responsible administrator or designee shall maintain a file containing the retired policy versions in accordance with the University, IHL, and state records retention policies. Generally, retired policies should be kept for three (3) years after becoming non-effective, unless a policy, statute, or administrative directive states otherwise.

6.5 Policy Maintenance and Management. The original signed version of each policy (or book Policies, if approved together) shall be maintained in their respective Administrative Divisions. A fully executed copy of same must be submitted to and maintained in the Division of General Counsel by the

University's Policy Archivist. Upon receipt, the University's Policy Archivist will upload the new and/or revised Policy to the University's Policy Directory. This function may be assigned to a different unit or units at the direction of the President, in which case another individual or other individuals must assume this role. In addition to a copy of the signed policy, a copy of the policy must be provided to the University Policy Archivist in Microsoft Word format, and via pdf, along with a memorandum containing the following:

- (i) Policy name;
- (ii) Effective date;
- (iii) Responsible office/unit;
- (iv) Administrative division;
- (v) People affected (students, faculty, staff, vendors, others);
- (vi) Policy Statement;
- (vii) Policy Purpose;
- (viii) External approval (if not required, put N/A; if required put date of approval);
- (ix) Revision history (date of revisions, if known and applicable);
- (x) Related external policies/statutes/resources (if known); and
- (xi) Related Links (if applicable).

6.5 Standard Policy Format. Policies shall contain the header block, sections, and signature block as defined below:

6.5.1 Header and Header Block. The Header shall include the University logo and the Policy Header Block. The Header Block shall include the name of the Policy, Policy Number, Effective Date, Administrative Division, Unit, and Revised Date, if applicable.

6.5.2 Policy Numbering system. The policy numbering system shall consist of the five-digit *Administrative Division Hierarchy Code*, followed by a series of three (3) numbers for chronology purposes. As an example, this Policy's Number is 11200.001.

6.5.3 Sections. Policy sections will contain the substantive and/or procedural requirements that the policy is setting forth. Each policy should contain a brief policy statement, a purpose, definitions, and additional information, if applicable. The preferred, but not required, numbering system is the style used in this Policy (e.g., 1, 1.1, 1.2, 2, 2.1...).

6.5.4 Signature Block. The signature block is signed and dated by the individual(s) with policy-making authority. A Policy must include the signatures of the General Counsel, the Administrative Division Vice President/Department Head and final approval and signature of the University President. An interim policy must include the signatures of the General Counsel and Administrative Division Vice President/Department Head in order for it to be effective. [web versions do not include signature]

6.5.5 Footer. A University Policy containing multiple pages must display page numbers within the footer in the following format: Page 1 of 3, Page 2 of 3, and Page 3 of 3.

7. Employee Adherence.

Employees are required to adhere to University guidelines. Willful disregard of any policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in all policies pertains and applies to applicable employees, departments and funding sources of the University.

8. Delegation of Policy Revocation Authority.

If there appears to be a significant issue with a policy, the policy may need to be revoked or modified. The authority to revoke, disapprove, or edit a policy exists within the recipient of the delegation of policy-making authority as described elsewhere in this Policy. However, when rescinding or supplanting a policy, the area Vice President or Provost must be informed, and he or she will notify the Executive Cabinet of any significant modifications. Those with policy-making authority must discuss all substantial policy changes with the President prior to granting approval, even where policy-making approval was already properly delegated by the President. The President retains authority to disapprove or modify any University policy at any time.

To revoke a policy, a memorandum from the administrator with policy authority over the specific policy should be forwarded to the University Policy Archivist. The memorandum should state the effective date of revocation so that the policy may be timely removed from the online database.

9. Conflicts Between Policies.

In the event of a conflict between any policies, the President has the authority to resolve the conflict, and such resolution shall, within a reasonable time, result in a revision to one or both of the policies in conflict.