



Administrative Policy Policy on Policies

Approved By: President

Date Approved: August 28, 2017

Effective Date: August 28, 2017

- 1. Summary:** This policy establishes requirements for the creation, approval, and use of academic and administrative policies.
- 2. Rationale:** The Board of Trustees is ultimately responsible for setting overall *Institutional* policy for Criswell College, which is to be carried out by the administration.

Under this level of authority, there are specific *Academic* and *Administrative* policies that determine the day-to-day operations of staff, faculty, and students. This document describes those secondary categories – *Academic* and *Administrative* policies. This document addresses the creation, adoption, revision, and administration of all operational policies.

Criswell College requires all administrative and academic policies to be promulgated in accord with the standards and format set forth in this policy. Policies presented in the standard format will help the College accomplish its mission, maintain accountability, and provide the College community with a clear explanation of how the College does business. This policy also provides for revising and archiving of administrative and academic policies.

- 3. Entities Affected:** employees

- 4. Definitions:**

policies: guiding or governing principles, formally approved to provide assistance in the conduct of College affairs

procedures: statements that provide for orderly implementation of established policies through specific, prescribed actions and are more detailed than a policy statement

responsible official: the College official charged with overseeing administration of the policy

Academic Policies: policies which directly affect any area of the College that falls under the supervision of the Office of Academic Affairs

Administrative Policies: non-academic policies governing the general operations of the College

5. Policy:

- a. **Policy Categorization:** The Office of the President is responsible for categorizing policies as academic or administrative. When it is unclear which category a policy falls under or when there is disagreement over the proper category, the President will assign a category.

- b. **Policy Approval Process: Academic Policies**
 - A proposal for a new College academic policy or a proposal for changes to existing College academic policies may be initiated by the Office of Academic Affairs or by the President. Academic committees, including faculty committees, may submit a proposal for a new policy or policy change to the Office of Academic Affairs. The Office of Academic Affairs must then decide whether or not to officially initiate the proposal.
 - All proposals for new policies or policy changes, once initiated, must be submitted to the Academic Cabinet for review and discussion.
 - After review by the Academic Cabinet, all proposals for new policies or policy changes must be submitted to the President for approval or rejection. The President may, at any time, refer the proposal to the Board of Trustees for consideration and/or approval, if needed.
 - Once a proposal for a new policy or policy change has been approved by the President and reviewed by the Office of Academic Affairs, the proposal must be presented to the faculty for a final vote of approval. If a majority of the faculty should vote to approve the new policy or policy change, the policy will then be considered official.
 - After a new policy or policy change has been approved by all necessary parties, the policy will be submitted to the Office of the President for filing. A copy must also be submitted to the Office of Academic Affairs for filing and implementation. The Office of Academic Affairs will assume responsibility for the administration of all academic policies.

- c. **Policy Approval Process: Administrative Policies**
 - Proposals for new administrative policies or for changes to existing administrative policies may be initiated by the President or by any Vice President. All proposals, whether initiated by the President or by a Vice President, must be submitted to the Executive Cabinet for review. The committee must use the following minimal requirements when discussing any proposal:
 - consistency in format and presentation;
 - conflicts between the proposed policy/change and other College policies;
 - consistency with laws or other external regulations germane to the policy;
 - consistency with the mission of Criswell College.
 - After the proposal for a new policy or policy change has been reviewed by the Executive Cabinet, the proposed policy or policy change must be submitted to the President for approval or rejection. The Executive Cabinet may choose to present the President with any suggestions resulting from their review of the proposal. The President may, at any time, refer the proposal to the Board of Trustees for consideration and/or approval, if needed.
 - Should the proposed new policy or policy change be approved by the President, the policy will be submitted to the Office of the President for filing. A copy will also be submitted to the staff member chosen as the responsible official for the administration of the policy. This responsible official must be listed on the new/ revised policy.

d. Review of Policies

- All policies must be reviewed regularly according to the college's policy review procedure, and according to the following criteria:
 - consistency in format and presentation
 - conflicts between the reviewed policy and other College policies
 - consistency with laws or other external regulations germane to the policy
 - consistency with the mission of Criswell College
 - consistency with new and ongoing needs and circumstances relative to the policy
- The reviewing parties may suggest changes to any policy, including the removal of the policy.
- Any suggestions regarding changes to academic policies must be sent to the Office of Academic Affairs. The Office of Academic Affairs may then decide whether or not to initiate a change or removal of the policy according to the standard process for policy changes.
- Any suggestions regarding changes to administrative policies must be sent to the President. The President may then decide whether or not to initiate a change or removal of the policy according to the standard process for policy changes.

e. Role of Responsible Official

The Responsible Official will administer the policy. In the case of academic policies, the Responsible Official is the Vice President of Academic Affairs. For all administrative policies, the Responsible Official must be appointed by the President.

f. Policy Template

The standard template should be used for all College policies. Only those policies approved in accord with this policy will have the force of College policy. The standard template for policies can be requested from the Office of the President.

g. Interim Policies

The President may institute an interim policy in situations where a College policy must be established in a time period too short to permit the completion of the process delineated in this policy. An interim policy will remain in force for up to six months from the date of institution. In order to remain in effect beyond six months, the interim policy must be approved according to the standard process for the acceptance of policies. Interim policies must be documented and approved by the president before they are enforced.

h. Posting of Policies

All official policies will be posted on the College's website.

i. Related Procedures and Guidelines

Procedures may be instated to aid in the implementation of official College policies. Vice presidents and directors are responsible for documenting and maintaining department-specific procedures.

j. Archiving of Policies

All policies will be maintained in/by the Office of the President. Any campus office may request a copy of an existing policy.

6. Procedure:

- a. Implementation:** not applicable
- b. Responsibility for Compliance:** The Office of the President is responsible for ensuring that this policy is followed.
- c. Notification:** The policy will be posted on the College’s website and made available to employees of the College as needed.
- d. Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 3.0	Policy number: 2.026
Related policies: All	

Policy History

Version 1.0	April 17, 2013
Version 2.0	January 15, 2016
Version 3.0	August 28, 2017