Southern OREGON UNIVERSITY

Policy Title:	Policy on Policies — Departmental Authorization

Policy Number:	GEN.001	Date Approved:	February 22, 2024

A. Description

Authorizes departments (units) to create policies and procedures to guide their operations.

B. Definition(s)

- *Policy*: provides the operational framework within which the institution functions. Policy provides the formal guidance needed to coordinate and execute activity throughout the institution. When effectively deployed, policies help focus attention and resources on high priority issues, aligning and merging efforts to achieve the institutional vision.
- *Procedures*: operational processes required to implement institutional policy. Operating practices can be formal or informal, specific to a department or applicable across the entire institution. If policy is "what" the institution does operationally, then its procedures are "how" it intends to carry out those operating policies.
- *SOU Policy Council*: See Board Statement on Policies for full description.
- *Department*: organizational unit within the institution reporting structure that reports up to a Vice President or University President.

C. Policy Statement

1. Policies that impact the university as a whole shall be reviewed by the SOU Policy Council. A University Policy is only valid after an official copy is approved by the President and posted on the University's policy website.
2. Departments shall create policies and procedures to guide their operations.
3. Departmental policies and procedures shall comply with the following guidelines:
   a. If the scope of a policy impacts other departments, consult with department's Vice President (University President for President's direct reports), or designee, before proceeding.
   b. Policies and procedures should be clear, concise, and equitable in application (see Policy Writing Tips and Policies vs. Procedures)
   c. Policies and procedures must be consistent with existing University Policies (see Full Policy Listing). If there is an inconsistency, university policy shall prevail.
   d. Do not quote or duplicate existing policies. If needed, a departmental policy or procedure may link to an existing policy, which will avoid inconsistencies developing over time as the referenced policy is updated.
   e. Policies and procedures shall be published where they are easily accessible by potential users, for example, on department drive or website.
   f. New or updated policies and procedures shall have a roll out plan to assure potential users are aware of any changes.
4. Vice Presidents may determine any department policy is sufficiently broad-reaching as to impact the university as a whole and refer it to the SOU Policy Council for review and approval.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective

immediately upon approval.

D. Relevant Authority

Board Statement on Policies

E. Other Information

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.