



# Procedure for Policies

Please complete the following information (instructions in blue):

NAME: Procedure for Policies – Provide the name for the policy/procedure you are submitting. This name is how it will be listed on the Mansfield University webpage.

ISSUING DEPARTMENT Cabinet – Provide name of department submitting policy/procedure

ISSUED DATE: June 1994 - Date policy/procedure was created (completed by issuing department)

REVIEWED DATE: October 22, 2019 - Will be reviewed annually by Cabinet (completed by Cabinet)

APPROVING AUTHORITY: Cabinet - Cabinet will be the approving authority for all campus wide policies/procedures

DATE REVISED: October 22, 2019 - Will be reviewed annually. If policy is revised use the date it was revised (completed by Cabinet)

## **DEFINITION OF POLICY/PROCEDURE**

A university policy is a rule that provides broad general guidelines on principles that govern the nature of how Mansfield University does business. A university policy, by definition, must apply to more than one office or division, and affects the operation or decision making across the institution. Departmental operating guidelines or “standard procedures” are not university policy.

## **PURPOSE**

This procedure designates the approved process for all Mansfield University policies/procedures and the method by which policies and procedures are updated, modified, created, and deleted. Provide a clear, concise purpose for the policy or procedure (e.g. “it is the intention of this policy to...”)

## **SCOPE**

This procedure concerns all instructional and non-instructional departments. Provide a list of those the policy/procedure pertains to.

## **FORMS**

Policy/Procedure Form. Complete the policy/procedure form. Attachments can be included. Please list in this section form name(s) and form web address (es). Any policy/procedure, and its associated forms, will be listed with an appropriate web link in the Policy/Procedures directory. The original file will be stored in the issuing department’s web content area for the directory to link to.

## **RESPONSIBILITY**

Cabinet (President's office will ensure all policies are reviewed annually and that format is followed). Provide the name of the issuing department who is responsible for creation, modification, updating, or deletion of the policy/procedure. Ensure the information is consistent with the instructions of this procedure. Annually review all policies/procedures and forms in your area for accuracy, applicability, etc. and submit electronically to the appropriate cabinet member on or before July 1.

## **PROCEDURE**

Policies/Procedures and forms will be developed, modified, etc., as needed by the issuing department. The policy/procedure will then be submitted electronically to the appropriate Cabinet member for review and approval by Cabinet. Required changes will be made and returned to the issuing department. The issuing department will update information on their departmental web content area and will email the web master with the appropriate link. The web master will add/update the Mansfield University Policy/Procedure Directory. Provide specific instructions, in addition to those required for the directory that must be followed for compliance.

### **Distribution**

Mansfield University Policies/Procedures Directory will be distributed through the web and maintained by the staff of the designated offices. The issuing department will update information on their departmental web content area and will email the web master with the appropriate link to add to the Mansfield University Policy/Procedure Directory.