

Creighton College of Arts & Sciences

Policy on College Policies and Procedures

Rationale.

The College of Arts and Sciences at Creighton University establishes College policies and procedures to guide and govern institutional operations and to set standards and expectations across the College. The College seeks to bring consistency to creating and adopting College-wide policies, which will help the College maintain accountability and bring transparency to the process of policy adoption and review. The College also seeks to provide members of the community with a clearer explanation of what governing principles and standards apply College-wide, rather than only to specific departments or units. It is imperative to note that College bylaws, University policies and University bylaws supersede all College policies, so that College policies may not conflict with any of these.

Scope.

This Policy applies to creating, adopting, and amending policies that are intended to apply College-wide or that will affect a substantial portion of the College community.

Definitions.

Policy – formally approved document guiding or governing the conduct of College affairs. This definition includes policies that apply College-wide or that impact a substantial portion of the college community, rather than department or other protocols, rules, or guidelines, even if they are labeled “policies.” In the event of a conflict between a College policy and a department “policy,” the College policy will prevail.

Procedure – a set of detailed rules or specific actions used to implement a College Policy.

Policy:

Format.

College Policies need not have identical format, but should contain the following standard elements:

Policy Title

Policy Rationale

Appropriate Procedures that accompany the policy (if applicable)

Approval Date and Effective Date (if different)

Revision Date(s) (if applicable)

Approval Authority (CCAS Faculty Senate, Dean’s Office)

**Existing policies predating this Policy may not be in the standard format. Over time, these policies should be reviewed and converted to the standard format.

Department and other Unit-Specific Guidelines, Rules, or Protocols

There are department-specific and other unit-specific “policies” that do not meet the criteria for a

College Policy. These should be identified as only pertaining to a certain department or program and the term “policy” should not be used as a label for them; rather, departments and schools should use terms such as “rules,” “guidelines,” “protocols,” or “standard operating procedures.” Department or program-specific guidance documents should not conflict with College Policies. All new policies will be approved by the Dean prior to taking effect.

Procedures:

New Policies.

The Dean or Dean’s designee may generate new policies as needed, and is responsible for appropriate dissemination of such policies to College personnel.

College policies may also originate with any College-specific Unit, including College or Faculty Senate committees, Departments or Programs. Recommendations for new policies should be made (in the format noted above) to the Policy and Procedure Subcommittee of College Faculty Senate. This Subcommittee can make suggestions and will ensure appropriate formatting and rationale before submitting the proposed policy as a motion to be passed by the Faculty Senate body. (Attendance to Faculty Senate floor rules will apply).

Once the policy passes the faculty senate, it will be forwarded onto the Dean for ratification before it can take effect. Once the Dean ratifies the policy, it will be appropriately disseminated to College personnel, and will be included in the College Policy and Procedure archive.

Policy Revisions.

Recommendations for revisions to existing policies should be made to either: 1) The Faculty Senate subcommittee on Policies and Procedures or 2) Directly to the Dean’s office
Substantive revisions/amendments must be approved using the same process for adoption of new policies described above.

The date of the most recent revision should be noted at the bottom of the policy. All substantive revisions and “clerical” revisions altering names or titles should include the date the revision/correction was approved, as well as a brief summary of the nature of the changes.

APPROVAL AND REVISION HISTORY

This Policy on Policies was created by the College of Arts and Sciences Subcommittee on Policies and Procedures