



Pfeiffer University Policy on Policies

The purpose of this policy is to establish the process by which policies are approved and implemented for Pfeiffer University (hereafter referred to as the "University").

The University provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetics or other protected group under State or Federal Law. In addition to federal law requirements, Pfeiffer University complies with applicable state and local law governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placements, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

DEFINITIONS

Policy: A written document that determines decisions, actions, and other matters applicable to the university as a whole or to a significant area of its operations. Policies are approved by the President or the Board of Trustees and are published for access to university faculty, staff and administration.

Department Rules and Procedures: May be written documents or verbally communicated information approved by the appropriate university administrator of that department or division.

GENERAL

1. The University establishes policies and - to a lesser extent - University-wide procedures that govern the conduct and activities of the University and its employees.
2. University policies are not intended to be contractual in nature and will not under any circumstances be construed to create a contract for a specific term with any person, firm or entity nor to provide terms or conditions of employment which are binding on the University. Specific written contracts, where applicable, shall be designed by the University for faculty and certain other employees, independent contractors and certain vendors providing services to the University.
3. In the event of any interpretive differences between University policies and department policies or procedures, University policies will take precedence. The University retains the right to resolve all issues, including interpretation and resolution of all issues, pertinent to or arising under these policies at its sole discretion. All interpretations and resolutions made by the University regarding University policies are binding upon University employees and any affected non-employee.
4. University policies are effective on their publication date and remain in effect until modified, superseded, or cancelled in writing. University policies may be changed by the President or Board of Trustees with or without notice.

NEW POLICIES AND/OR POLICY REVISIONS

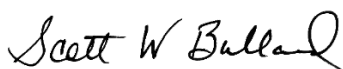
Any University faculty or staff member may propose a new policy or a change to an existing policy.

For those policies that already exist in the Faculty Handbook or the Policies section of the University website:

1. The faculty or staff member proposing a new policy or change to an existing policy shall complete a Policy Proposal Form (see Attachment A) and forward to the Provost.
2. The Provost shall review the proposal and determine the appropriate course of action, which may include acceptance, rejection, review by the Faculty Council, review by the Chair of the Faculty Council, and/or review by the Deans' Council.
3. The Provost shall coordinate consultation with appropriate stakeholders and legal counsel as needed.
4. If the Provost routes a request to the Dean's Council for review, the Dean's Council shall review the proposed policy draft and submit recommendations to the Provost. The Dean's Council may recommend acceptance or rejection of the proposed policy as proposed, offer a different revision or seek additional stakeholder feedback through coordination by the Provost.
5. If the Provost routes a request to the Faculty Council for review, the Faculty Council shall review the proposed policy draft within thirty (30) days of receipt and submit recommendations to the Provost. The Faculty Council may recommend acceptance or rejection of the proposed policy as proposed, offer a different revision or seek additional stakeholder feedback through coordination by the Provost. The Faculty Council's review process may include presentation of the proposed policy to the appropriate committee or to the full faculty assembly. The Faculty Council will then submit a recommendation to the Provost.
6. If a policy is recommended for advancement by (1) the Faculty Council and the Provost, (2) the Deans' Council and the Provost, or (3) the Provost, the proposed policy draft will be posted internally for general comment for a reasonable period (typically 30 days unless circumstances warrant an accelerated review process).
7. The Provost will reconvene the appropriate group(s) as necessary to consider any comments received.
8. The Provost shall then submit the final policy draft to the President for review.
9. At least 10 days prior to each meeting of the Board, the President shall present the Chair with a written list of new policy recommendations. Any policy which the Chair deems as sufficiently significant to require Board approval will move to the agenda of the Board meeting. The President has the authority to approve and finalize all other policies.

For non-academic policies, faculty and staff may submit suggestions for new policies or revisions to existing policies to their supervising Vice President or to Human Resources. See Policy Proposal Form (Attachment A).

For both academic and non-academic policies, the President may request input from University administration and/or others. The President has the authority to approve all University policies, unless otherwise outlined in the University's bylaws of the Board of Trustees.



Scott Bullard, Ph.D.
President

Oversight of this policy is assigned to: Vice Presidents

Date of Origin: February 18, 2022

ATTACHMENTS:

Pfeiffer University Policy Proposal Form



PFEIFFER UNIVERSITY POLICY PROPOSAL FORM

Submitted by: _____

Date Submitted: _____

Job title: _____

Dept: _____

Is this proposal for: a new policy
 revisions to existing policy

Policy Title: _____

Policy Purpose (brief statement): _____

Rationale: _____

Connection to Pfeiffer’s Mission, Strategic Plan, other policies, and/or other documents. (Please list all that apply and annotate as needed)

Identify resources needed to implement and maintain compliance (human, financial, physical, operational, technological, other)

Identify changes to Pfeiffer’s systems, processes, culture and/ or other areas that may be involved.

List any stakeholders who have been consulted. _____

Proposed Policy Content: _____

Definition of terms: (if needed) _____

For Academic policy proposals: Submit this form to the Provost’s office

For all other policy proposals: Submit this form to your supervising Vice President or to Human Resources