

Standardized Content and Format for Clemson University Administrative Policies

POLICY STATEMENT

An administrative policy is a policy which does not require Board of Trustee approval and applies to more than a single Division of the University. To become effective, all administrative policies must be reviewed by the Administrative Council and approved by the President. Policies which are intended to apply only within a specific Division are not administrative policies and do not require approval of the President.

PURPOSE

Administrative policies shall:

- A. Adhere to the standardized format and guidelines,
- B. Be reviewed by the Administrative Council,
- C. Be approved by the President, and
- D. Be disseminated.

Policies of Clemson University should/shall be

- A. Comprehensive in addressing the issue of interest, not just one or several facets of it,
- B. Approved through the appropriate institutional processes,
- C. Published in appropriate institutional publications and on a central location on the institution's website in order to ensure accessibility to those affected by the policy, and
- D. Include the following using the template of Attachment A:
 1. A concise statement of the purpose of the policy and assurance that it is aligned with institutional (mission) or purposes,
 2. An implementation date and the dates of any subsequent revisions to the policy, and
 3. A plan for dissemination for implementation and review of the policy

GUIDELINES AND OPERATING PROCEDURES FOR ADMINISTRATIVE POLICIES

- A. Are delegated to the Vice Presidents for development and implementation, consistent with the approved administrative policy,
- B. Assist the University in accomplishing its mission, and
- C. Are published on appropriate vice presidential website and made available

RESPONSIBLE DEPARTMENT/DIVISION: Office of General Counsel

APPROVAL DATES

Administrative Council: March 26, 2012

President: March 26, 2012

Other: (if indicated)

PUBLISHED LOCATION: <http://www.clemson.edu/faculty-staff/policies.html>

Attachment A
Policy Template

Format

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| Policy Title: |
| Policy Statement |
| Purpose (<i>Concise statement of how the policy is aligned with the Clemson University mission or unit purpose</i>): |
| Responsible Department/Division (Contact Person): |
| Approval Dates: Administrative Council: President: Other: if appropriate Reviewed/Revised Dates: |
| Monitoring Procedures and Exemptions (<i>If applicable</i>): |
| Published Location (s): |