

CLEMSON UNIVERSITY

POLICY ON POLICIES

1. PURPOSE

This policy (Policy on Policies) establishes processes and standards for developing, approving, and decommissioning Administrative Policies as defined below. Clemson University aspires to maintain a policy framework that best serves its mission and supports excellence, ethics, and compliance in all its activities.

2. SCOPE

- 2.1. This Policy is effective throughout the University.
- 2.2. This Policy does not apply to governance documents such as the policies of the Board of Trustees.
- 2.3. This Policy does not apply to the policies and procedures of the University Faculty Senate.

3. POLICY STATEMENT

3.1. Administrative Policies

- 3.1.1. The University establishes Administrative Policies to align operations, set behavioral expectations, mitigate institutional risk, and communicate policy roles and responsibilities across the whole of the University.
- 3.1.2. Administrative Policies will either require or prohibit specific actions of faculty, staff, or students, as well as affiliates and external individuals who use University resources or services, as appropriate.
- 3.1.3. An Administrative Policy is a policy with broad application throughout the University that enhances the University's mission, promotes operational efficiencies, reduces institutional risk, helps ensure compliance with Clemson's Standards of Ethical Conduct, and is approved in accordance with the procedures described in this Policy.

3.2. Administrative Policy Monitoring

- 3.2.1. The Responsible Department/Division listed below is responsible for implementation of the policy including measures to monitor compliance.
- 3.2.2. The members of the Executive Leadership Team (ELT) whose units are subject to the policy shall require and monitor compliance with the policy by their units.

3.3. Administrative Policy Development

An Administrative Policy approval request may be initiated by a member of ELT. The development of the policy may be delegated to an individual with authority and responsibility for the subject area addressed (Responsible Department/Division).

3.4. Administrative Policy Approval

- 3.4.1. The approval process stated here applies to adoption of new Administrative Policies and substantive amendments to existing Administrative Policies.
- 3.4.2. Administrative policies are submitted to the ELT for review and require approval of the President before they may go into effect. However, the President may establish policy independently of the ELT, at his/her discretion.

3.4.3. Administrative Policies must be reviewed by the Office of General Counsel prior to submission to the ELT.

3.4.4. In accordance with the Board of Trustee (BOT) Manual and other actions of the BOT, certain policies may require BOT review and approval. The Secretary to the BOT shall be consulted to determine if proposed Administrative Polices require BOT approval.

3.4.5. The review of policies will be documented in ELT meeting minutes and, once approved by the President, Administrative policies will be submitted to the Office of University Compliance and Ethics for indexing.

3.5. Decommissioning an Administrative Policy

If a responsible department/division believes that an Administrative Policy is no longer useful, applicable, or is more effective if combined with another Administrative Policy, they may choose to decommission the Administrative Policy. Policy owners shall work with the Office of University Compliance and Ethics to seek formal decommissioning approval by President.

3.6. Policy Standard

3.6.1. All Administrative Policies must include the following policy sections:

- 3.6.1.1. PURPOSE
- 3.6.1.2. SCOPE
- 3.6.1.3. POLICY STATEMENT
- 3.6.1.4. RESPONSIBLE DEPARTMENT/DIVISION
- 3.6.1.5. PUBLISHED LOCATION
- 3.6.1.6. APPROVAL & REVISION HISTORY

4. **RESPONSIBLE DEPARTMENT/DIVISION:** Office of University Compliance and Ethics

5. **PUBLISHED LOCATION:** <https://www.clemson.edu/administration/compliance/resources.html>

6. APPROVAL & REVISION HISTORY

- 6.1. President Approval: February 22, 2021
- 6.2. Last Date of Revision: February 22, 2021
- 6.3. Originally Issued: March 26, 2012