

# Mid-Atlantic Christian University Board of Trustees Policy #1

SUBJECT: POLICY ON POLICIES

DATE: MAY 1, 2013

REVISED: March 2020

NEXT SCHEDULED REVIEW: February even numbered years

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: All divisions of Mid-Atlantic Christian University

Procedure for: All divisions of Mid-Atlantic Christian University

Authorized by: Chair of the Board of Trustees

Issued by: Board of Trustees

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## I. Purpose

University Policies are formal policies at Mid-Atlantic Christian University that apply throughout the institution. The university uses a standard policy format and a uniform review and approval process for university policies to improve communication, promote administrative consistency and efficiency, and ensure compliance with pertinent state and federal laws as well as state and regional accreditation requirements.

This "Policy on Policies" governs the development and oversight of all university policies. Individuals and units within all aspects of the university must follow the procedures outlined in this policy regarding the approval of new university policies or the revision or repeal of existing policies.

## II. Policy

### A. Oversight

#### 1. University Policy Records

- a. Mid-Atlantic Christian University *Policies and Procedures Manual* contains all current policies.
- b. The *Policies and Procedures Manual* is published in electronic format only by the President's Office and is available at [www.macuniversity.edu/policies](http://www.macuniversity.edu/policies). This

online manual contains all official, university-approved versions of university policies.

- c. If there is a discrepancy between a unit version of a policy and the *Policies and Procedures Manual* version, the version in the electronic *Policies and Procedures Manual* at [www.macuniversity.edu/policies](http://www.macuniversity.edu/policies) will be considered the official version. Units may not have separate websites with duplicate versions of the policies. All unit websites and paper documents should reference the policies available at [www.macuniversity.edu/policies](http://www.macuniversity.edu/policies).

## 2. Administrative Responsibility for University Policies

- a. University Policies in the *Policies and Procedures Manual* are organized by administrative division. Each university division head is considered the "Responsible Officer" for the development and implementation of that administrative division's university policies.
- b. A list of Responsible Officers for policies is attached as Appendix A and is available at [www.macuniversity.edu/policies](http://www.macuniversity.edu/policies).

## B. Required Approval Process

1. The President's Office coordinates the review and approval of new, revised, and repealed Mid-Atlantic University policies.
2. All university policies with the exception of Board of Trustee policies (BT) must be approved by the president.
3. The president will present recommended policies to the Board of Trustees for adoption.
4. Expedited Approval

Non-substantive revisions to existing policies may be approved directly by the president without Trustee review.

When it is in the best interest of the university, drafts of new policies or policies recommended for substantial revision or repeal may also be approved directly by the president or Board of Trustees using an expedited approval process.

## C. Related Publications

1. Employee Handbooks

a. Staff Handbooks

Policies and procedures relating to staff (not faculty) may be separately maintained and distributed in the relevant *Staff Handbook*. All *Staff Handbooks* must be kept up-to-date. The Vice President for Finance is responsible for ensuring that all *Staff Handbooks* are revised to reflect newly approved university policies within three months of the policy's approval.

*Staff Handbook* revisions must be approved by the president and the Board of Trustees. After review by the leadership team, proposed revisions to a *Staff Handbook* will be forwarded to the President's Office for presentation to the Board of Trustees.

b. Faculty Handbooks

Policies and procedures relating to faculty may be separately maintained and distributed in the relevant *Faculty Handbook*. All *Faculty Handbooks* must be kept up-to-date. The chief academic affairs officer is responsible for ensuring that all *Faculty Handbooks* are revised to reflect newly approved policies within three months of their approval.

*Faculty Handbook* revisions must be approved by the president and the Board of Trustees. After review by the appropriate faculty governance body, proposed revisions to a *Faculty Handbook* will be forwarded to the President's Office. The President's Office will coordinate the final review process in preparation for presentation to the Board of Trustees.

2. Student Publications

a. Academic Catalogs

Academic policies and procedures relating to students may also be contained in the university academic catalog, published annually by the Academic Affairs Office. As of 2009, the official university academic *catalog* exists in electronic form only. Changes to a catalog must be approved by the appropriate faculty governance bodies.

b. Student Handbook

Policies and procedures relating to students may be collected and distributed in a *Student Handbook*, published annually by the Student Services Office. Changes to the handbook must be approved by the appropriate governance body.

D. University Policy Maintenance and Periodic Review

1. Responsible Officers must ensure that the division's policies are up to date and revised when necessary to reflect current practice and/or procedures. Each university policy will be reviewed by the originating unit and revised as necessary at least every five years.
2. University Policy Archive

The President's Office will maintain a policy archive containing copies of all known university policies, including repealed policies. The Academic Office is responsible for maintaining archives of *Faculty Handbooks*. The Finance Office is responsible for maintaining archives of *Staff Handbooks*.

### III. Procedure

#### A. New, Substantially Revised or Repealed University Policies

1. Drafts of new policies and those recommended for substantial revision or repeal must be developed and fully vetted within the administrative division. The policy must be formatted to conform to the standard template attached as Appendix B. A description of the revisions should be included in the Reason for Revision section when appropriate.
2. The Responsible Officer will finalize the policy and submit the policy to the President's Office for approval. The President may distribute the policy to the Leadership Team for comment before he/she approves the policy.
3. Following the president's approval, the policy will be forwarded by the Responsible Officer (on behalf of the president) to the appropriate subcommittee of the Board of Trustees for review and approval. The chair of the subcommittee will forward the policy to the Secretary of the Board of Trustees for presentation to the Board of Trustees for adoption.
6. Following the Board of Trustee adoption, the President's Office will notify the Responsible Officer, and all affected divisions. The President's Office will also make the required update or change to the *Policies and Procedures Manual*.

#### B. Expedited Approval Process

1. The draft policy is developed and fully vetted within the administrative division. The policy must be formatted to conform to the standard template attached as Appendix B.

2. The Responsible Officer will forward policy to the President's Office with a request for an expedited review.
3. Following the president's approval, the President's Office will notify the Responsible Officer and make the required update or change to the *Policies and Procedures Manual*.
4. Policies approved through an expedited process will be reviewed and approved at the next scheduled Board of Trustees meeting.

#### IV. Published: Policy Manual

#### V. Reason for Revision

#### VI. Appendices

Appendix 1: Responsible Officer List

Appendix 2: Sample Mid-Atlantic Christian University Policy Format

Appendix 1: Responsible Officer List

<b>Division</b>	<b>Sub-Division</b>	<b>Responsible Officer</b>
<b>Board of Trustees (BT)</b>		Chairman of the Board
<b>Institution Wide (I)</b>		President
<b>Academic Affairs (AA)</b>		Vice President for Academic Affairs
<b>Finance (F)</b>		Vice President for Finance
	Information Technology (F-IT)	
<b>Institutional Advancement (IA)</b>		Director for Institutional Advancement
<b>Student Life (SL)</b>	Student Life (SL)	Vice President for Student Life
<b>Enrollment (E)</b>	Admissions (E-A)	Vice President for Enrollment
	Financial Aid (E-FA)	

Appendix 2: Sample University Policy Format

(1" margins; Calibri 12 point font; new language indicated by green underlined text; language marked for deletion by strikethrough text.)

Mid-Atlantic Christian University  
Section - Number

SUBJECT: XXXXXXXXX

DATE: XXXX XX, XXXX (original date of policy)

REVISED: XXXX XX, XXXX *[if applicable]*

NEXT SCHEDULED REVIEW: *[state frequency of review, month and year]*

APPROVED BY BOARD OF TRUSTEES: XXXX XX, XXXX

Policy for: XXXXXXXXXX *[who is subject to this policy? Faculty, employees, students?]*

Procedure for: XXXXXXXXXX *[who is responsible for management that the policy is followed?]*

Authorized by: XXXXXXXXXX *[name of the position serving as "Responsible Officer"]*

Issued by: XXXXXXXXXX

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I. Purpose

II. Policy

A. XXXXXXXX

1. XXXXXXXX

a. xxxxxxxx

b. xxxxxxxx

2. XXXXXXXX

3. XXXXXXXX

B. XXXXXXXX

III. Procedure

A. XXXXXXXX

1. XXXXXXXX

2. XXXXXXXX

a. xxxxxxxx

b. xxxxxxxx

B. XXXXXXXX

IV. Published

*[if policy and procedure should be published in any other manual, handbook, catalog, etc., other than the Policies and Procedures Manual]*

IV. Reason for Revision

*[if applicable]*

V. Appendices

*[if applicable]*