



## **Rowan College of South Jersey**

Administrative Procedure: 2007  
**COLLEGE POLICIES**

### **Mission**

The College Policy Office (“CPO”) assists in the development of new policies and the revision of existing policies that affect the College community. While the CPO is responsible for maintaining the policy document’s integrity and guiding its development, responsibility for content resides with the responsible executive, typically a vice president.

### **Definition**

A College policy is designed to ensure compliance with applicable laws and regulations, promote operational efficiencies and enhance the College’s mission or reduce institutional risks. A College policy needs to satisfy all of the following criteria:

- It has broad application throughout the College;
- It has senior level approval for issuance and/or revision;
- Resources are available to enforce the policy; and
- Information is provided to implement the policy.

### **Process**

The need for new or amended College policies and administrative procedures may arise in any unit, but every policy must fall within the jurisdiction of a responsible executive. The responsible executive takes charge of contacting the CPO to begin the process.

Working with the CPO, a new policy is drafted or an existing policy revised by the responsible office along with an implementing administrative procedure, if necessary.

The proposed policy and administrative procedure are then electronically disseminated by the CPO for review by the President, Executive Cabinet, and Policy Advisory Committee (“PAC”).

Feedback from these groups is sent directly to the CPO. If changes are needed, they will be entered by the CPO in the master documents. Only the draft policy will then be released to the Executive Committee of the Board of Trustees as administrative procedures are the purview of the President.

The Executive Committee of the Board of Trustees will review the proposed policy and present it to the full Board for adoption.

Upon adoption, the CPO will be responsible for notification to the College community via its website and email. The responsible office remains obligated to educate or train the College community in the implementation of the policy.

### **Policy Library**

The College Policy Library is the official source for the policies governing the academic, administrative, financial, operational, and business affairs of the College. The Policy Library will be maintained and updated by the College Policy Office. All policies will follow a standard format and be systematically reviewed.

The College Policy Library is a compilation of policies approved by the Board of Trustees and administrative procedures promulgated by the President.

Questions and/or comments are handled by the College Policy Office.

Area: General Administration  
Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey". The signature is written in a cursive style with a large initial "J".

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *2007 College Policies*

Administrative Procedure: 2007 College Policies