



Rowan College of South Jersey

Policy: 2007
Title: **COLLEGE POLICIES**
Area: General Administration
Approved: 07/01/19

The governance and management of the College's mission are set forth in the Board of Trustees policies. The function for the coordination and maintenance of policies has been assigned to the Office of the President and has been delegated to the College Policy Office.

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 satisfies all of the following criteria:

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

The College Policy Office (CPO), headed by the Chief of Staff to the President and Board of Trustees, Institutional Effectiveness/Policy, 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's integrity and guiding the development of a policy, the College's policies are owned by a "responsible office" under the authority of a "responsible executive," who is either a College vice president, dean, or other official. In the development process, policies receive review by the President, Executive Cabinet, and Policy Advisory Committee ("PAC") before receiving final approval by the Board of Trustees.

The College Policy Office will be responsible to:

- Work with the responsible office to formulate policies and administrative procedures;
- Maintain, update, and archive all approved College policies and administrative procedures; and
- Communicate new and/or revised College policies to the College community via email and website.

References:

Rowan College of South Jersey Administrative Procedures, *2007 College Policies*

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