

**POLICY ON POLICIES:
FORMULATION AND ISSUANCE OF SUNY BUFFALO STATE ADMINISTRATIVE POLICIES**

Category: Compliance and Legal Matters
Responsible Office: Finance and Management, VP Office

Date Established: 03/02/2015
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POLICY SUMMARY

The purpose of this policy is to ensure that SUNY Buffalo State administrative policies are established appropriately and made available to the college community.

POLICY

Policy Statement

SUNY Buffalo State formally develops, issues and maintains its official administrative policies. Such administrative policies must be formulated, reviewed, maintained, disseminated and otherwise made available to the campus community in order to promote accountability and compliance.

Buffalo State maintains its official administrative policies in an online policy library. Approved administrative policies of the college should not be independently published or re-published on departmental websites. Instead, departmental websites should link to the Buffalo State administrative policy library when references to administrative policies are made.

Administrative policies should be accessible, understandable, uniformly presented and routinely maintained so that college faculty, staff and students may use them as guidance for their regular activities and operations. In addition to providing guidelines for the campus community, such policies also document how SUNY Buffalo State conducts its business.

This policy applies to administrative policies of the college. This policy does not apply to academic (pedagogical, research, curriculum, governance, etc.) or student affairs matters or policies at SUNY Buffalo State. This policy also does not apply to SUNY Buffalo State (internal) departmental, office or unit policies. Such (internal) departmental, office or unit policies may not conflict with official administrative policies, but they may be more restrictive.

Applicability

SUNY Buffalo State employees engaged in developing and maintaining official administrative policies must follow the procedures and requirements outlined herein.

Definitions

Administrative policy - A statement of administrative direction or philosophy established to provide guidance to the campus community in conducting non-academic, operational affairs including campus safety and security, facilities and operations, business and finance, human resource management, information services and systems, and internal controls. An administrative policy is a governing principle that requires or constrains certain actions on the part of the campus community.

Administrative policy initiator - Any faculty member, staff member or student who identifies a policy issue and develops an administrative policy proposal

Administrative policy proposal - A suggestion or recommendation for an administrative policy or policy revision. An administrative policy proposal may be initiated by any SUNY Buffalo State faculty or staff member or student who identifies a policy issue.

Administrative policy review committee - A committee appointed by the administrative policy executive(s) to thoroughly review administrative policy proposals and draft policies; identify and recruit other members of the campus community and/or stakeholders to participate in this review process; provide advice and guidance to such other members of the campus community; and assist in operational duties related to the formulation, approval and dissemination of administrative policies.

Administrative policy executive(s) - The SUNY Buffalo State administrator(s) under whose purview the administrative policy matter(s) fall

Standard administrative policy format - Format intended to ensure clarity and consistency among Buffalo State's official administrative policies. Not all policies will contain each of the format elements, but all must adhere to the format.

Responsibility

The administrative policy review committee is responsible for reviewing administrative policy proposals and draft policies; identifying and recruiting other members of the campus community and/or stakeholders to participate in this review process; providing advice and guidance to such other members of the campus community; and assisting in operational duties related to the formulation, approval and dissemination of administrative policies.

Procedure

Initiating a New Policy or Significant Policy Revision

1. The policy initiator identifies a policy issue and develops an administrative policy proposal (either a new policy or a revised policy).

2. The policy initiator submits the administrative policy proposal to the appropriate dean or associate vice president. If the dean or associate vice president is in agreement with the proposal, he/she submits it to the appropriate vice president for endorsement.
3. Once endorsed, the policy proposal is submitted to the administrative policy review committee for review. The proposal must be clearly written, understandable and submitted in the standard administrative policy format.
4. If the policy proposal is approved by the committee, a draft administrative policy is developed by the policy initiator with guidance from the administrative policy review committee.
5. The draft administrative policy is reviewed by appropriate stakeholders so that its potential impact on the campus community may be assessed.
6. After thorough review and input, the draft administrative policy is approved by the President. The approved administrative policy is posted to the online administrative policy library and otherwise disseminated to the campus community (via the *Daily Bulletin*, etc.)
7. The approved administrative policy is maintained online by the administrative policy review committee.
8. To ensure its ongoing accuracy, the administrative policy is reviewed routinely by the initiator or the initiator's department.

RELATED INFORMATION

Related Links:

[SUNY Buffalo State Administrative Policy Library](#)

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APPROVAL

President's Cabinet, 03/08/2016