



No: AA-02-50-001
Responsible University Official: Provost
Responsible Office: Academic Affairs
Origination Date: 10/22/2012

Academic Policy Development and Approval Policy

1.0 Purpose

This policy describes the process the University will follow when adopting academic policies that may affect more than one University unit. The Provost has the delegated authority to develop and approve policies related to the academic mission of the university. Unit specific policies and procedures must be consistent with University policies.

2.0 Revision History

05/31/2012	1.0	Modification: Revised and Updated
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3.0 Persons Affected

This policy applies to all aspects of the education mission area.

4.0 Policy

The Provost has the responsibility to adopt and amend academic policies and procedures developed through this policy deemed advisable or necessary for the good of the University.

Notice of proposed policies, generally applicable to all the education mission areas, to be adopted, amended or repealed shall be published in a University publication, electronic medium or through other communication channels prior to the proposed date of approval.

5.0. Definitions

5.1 **Committee on Academic Policy (CAP)**

The CAP shall, at a minimum, be convened and comprised of members appointed by the Dean for each school to represent the major academic programs or units, Other University staff shall also be invited to participate in committee discussions on an ad hoc basis in order to bring additional information to the committee.

5.2 **Chair; Policy Manual**

The committee Chair shall be appointed by the Provost and will be responsible for maintaining the official version of OHSU Academic Policies. The Chair may appoint subcommittees at the request of the committee or when helpful for the committee's work.

6.0 Responsibility

6.1 **CAP Review**

All requests for policy adoption, revision or repeal shall be submitted to the CAP when such policy potentially affects any University policy or more than one University unit. Any member of the University community may submit a proposal.

6.2 **Committee Member Responsibilities**

Each committee member shall:

- (1) Ensure that the member's unit head is informed of any proposals;
- (2) Bring to the committee any suggestions or concerns about the proposal, particularly as the proposal may affect the member's unit.

6.3 **CAP Responsibilities**

The CAP shall:

- (1) Review a proposal for consistency with other OHSU academic policies and procedures;
- (2) Circulate the proposal to the head of any other campus constituency whose input is deemed necessary or helpful by the Provost or Dean;
- (3) Obtain legal review as appropriate;
- (4) Recommend action to the Provost. Recommendations may include actions such as to table, approve, not approve, or approve with certain changes. Committee members or other University staff may submit individual comments to the Provost in addition to the committee's report.

6.4 All policies, once approved, shall be filed with the Legal Department

7.0 Procedures

PROVOST'S ACTION

The Provost may take any action on an CAP recommendation, including but not limited to, action to table, adopt, not adopt, or adopt with revisions. The Provost may use any advisory process, such as the Deans' Council, deemed helpful by the Provost. These procedures shall not limit the discretion of the Provost or any Vice Provost from adopting interim policies. However, such interim policies shall be forwarded to the CAP for review and recommendation as provided in these procedures.