

**Policy Number:** 01-01-010

**Policy Title:** ACADEMIC POLICY DEVELOPMENT AND APPROVAL

**Effective Date:** September 22, 2015

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1. **General**

This policy describes the process OHSU will follow in adopting academic policies that may affect more than one OHSU unit. Unit specific policies and procedures must be consistent with OHSU policies.

2. **Provost's Authority**

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 OHSU.

3. **Publication for Comments**

Notice of proposed policies, generally applicable to all courses and learning experiences institution-wide, to be adopted, amended or repealed shall be published in OHSU publications, electronic medium or through other communication channels prior to the proposed date of approval.

4. **Committee on Academic Policy (CAP)**

A. **CAP Membership**

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

B. **Chair; Policy Manual**

The committee Chair shall be appointed by the Provost and shall 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.

5. **Policy Development Process**

A. **CAP Review**

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

**B. 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.

**C. 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 OHSU staff may submit individual comments to the Provost in addition to the committee's report.

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

**D. Editorial Authority**

In maintaining policies, the Chair or designee shall not alter the sense, meaning, effect or substance of any adopted policy, but within such limitations, may renumber policies, change the titles of policies or subtitles (and titles of officers and departments to conform with such changes as are made by the Board, President, Provost or authorized Unit Leader), rearrange sections and or paragraphs, change reference numbers to agree with renumbered chapters, policies, divisions or other parts, substitute the proper subsection, section or chapter or other division numbers, strike out figures or words which are merely repetitious, change capitalization for the purpose of uniformity, and correct clerical or typographical errors.

**6. Provost's Action**

The Provost may take any action on a 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. This policy 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 this policy.

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**Implementation Date: October 22, 2010**

**Revision History: August 1, 2012; September 22, 2015**

**Responsible Office: Provost**