BARUCH COLLEGE of the CITY UNIVERSITY OF NEW YORK

POLICY ON THE DEVELOPMENT, APPROVAL, AND IMPLEMENTATION OF ADMINISTRATIVE COLLEGE POLICIES

ISSUING AUTHORITY: Office of the President

RESPONSIBLE OFFICER: Office of Executive Legal Counsel

DATE ISSUED: September 14, 2011

I. PURPOSE OF THE POLICY: The purpose of this policy is to: (1) define a College administrative policy; (2) outline the process for administrative policy approval; and (3) provide an administrative policy format. This policy does not replace any processes for policy development and approval implemented by the Board of Trustees of City University of New York (CUNY). This policy also does not replace any process for the development and implementation of any academic policies or departmental policies at the local level at Baruch College. This policy is intended only to address the development of administrative policies that affect Baruch College on a campus-wide basis.

II. TO WHOM THIS POLICY APPLIES: This policy applies to all personnel involved in the development, approval, and implementation of administrative policies

III. POLICY DEFINITIONS:

Baruch College – A senior college within the City University of New York public university system.

City University of New York (CUNY) - The nation’s leading urban public university system serving students at public colleges and institutions in New York City.

CUNY Office of the General Counsel – Provides legal assistance and advice to the Board of Trustees, the University’s central administration, and its constituent colleges

Administrative Policy – A set of principles that provides guidance or governance in the conduct of: (1) business transactions; (2) compliance with Federal, State, or Local law; or (3) other transactions or activities concerning facility management, human resources, safety and security, the workplace environment, or any other operational or managerial transactions. An administrative policy may include processes or protocols. An administrative policy is separate from an academic or governance policy.

College Policy – A College policy is any policy that: (1) widely impacts Baruch College and is not limited to a single office, department, division, or center; or (2) ensures compliance with applicable laws, regulations, and CUNY mandates. Policies that are promulgated under this document are not meant to supersede or supplant CUNY policy. Where there is a conflict between College policy and CUNY policy, CUNY policy prevails. Similarly, where there is a conflict between school and or departmental policy and College policy, College policy prevails.
Responsible Officer (s) – The Responsible Officer oversees the implementation and administration of a College policy, including communicating and training the Baruch community on the policy’s requirements and executing the policy’s timely revisions.

IV. POLICY DEVELOPMENT AND APPROVAL PROCESS:

A. Responsibility for Policy Development and Development Work

Policy development shall be the responsibility of the Office of the President. Any suggestions or requests for policy development may be communicated to the President or the President’s designee. Unless the President determines otherwise, Baruch College’s Office of Executive Legal Counsel shall be responsible for the research and drafting of the policy, working individuals within the College and CUNY as necessary.

B. Policy Format

The policy format is annexed as Appendix A.

C. Policy Review and Approval Process

All policies shall be reviewed by the President. The President shall decide if review by other constituencies within Baruch College is appropriate. The President shall have final approval of College policies.

D. Policy Implementation and Enforcement

The Responsible Officer for an approved policy shall be responsible for implementing and publishing the approved policy. The publication of the policy shall be through website postings, direct email (if appropriate), and by any other means deemed appropriate.

The Responsible Officer shall also be responsible for the enforcement of the policy, including overseeing the initiation of disciplinary action for policy violation.

E. Policy Amendments and Updating

Any amendments to approved policies must be brought to the attention of the President, who shall decide if review by other constituencies within Baruch College is appropriate. The Responsible Officer, in consultation with Baruch’s Office of Executive Legal Counsel, shall be responsible for periodic review of approved policies to ensure that the policies comply with current laws and regulation, administrative operations, and best practices.
F. Policy Archival

All policies will be archived on one webpage that is accessible through the Baruch College website.

V. DISCLAIMER

This Policy does not form an agreement of any kind. It is for internal purposes only and may be altered, modified, or rescinded at the discretion of Baruch College and/or the City University of New York.
APPENDIX A: POLICY FORMAT

BARUCH COLLEGE of the CITY UNIVERSITY OF NEW YORK

POLICY ON ________________________________

ISSUING AUTHORITY:

RESPONSIBLE OFFICER:

DATE ISSUED: ______, 20__

I. PURPOSE OF THE POLICY:

II. TO WHOM THIS POLICY APPLIES:

III. POLICY DEFINITIONS:

IV. POLICY STATEMENT:

V. PROCESS (If applicable):

VI. SANCTIONS:

Violations of this policy may result in disciplinary action.

VII. DISCLAIMER

This Policy does not form an agreement of any kind. It is for internal purposes only and may be altered, modified, or rescinded at the discretion of Baruch College and/or the City University of New York.