

Title: Policies and Procedures System
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General

The BOSTON COLLEGE POLICIES AND PROCEDURES MANUAL (BCP&PM) is published in electronic format, and may be accessed on the Boston College web site.

Definitions

Policies are written expressions of management philosophy and direction, established to provide guidance and assistance to administrators and other members of the Boston College community in the conduct of University affairs. Included in the BCP&PM are those policy statements that have wide interest and applicability to many areas of the University. Matters dealing solely with the activities of a single organizational unit or function are normally not covered by a general policy and procedure of the University, but are instead covered in the detailed operating systems and procedures of that unit or function.

Procedures are statements that prescribe specific actions to be taken to conform with established general policies, and allow for the orderly implementation of those policies. They often include detailed step-by-step descriptions of what to do, and normally explain the use of any applicable forms.

The **Policy Development Plan** is a prioritized listing of policies to be formulated. The Plan, which is updated annually, sets the policy agenda for the coming year.

Policy

The process by which all new and revised University policies and procedures are evolved, approved, and disseminated is to be in compliance with the system described in this policy and procedure.

The President, as chief administrative officer of the University, may issue policy statements on various matters. Such statements are to be consistent with policies adopted by the Board of Trustees of the University and are to be within the limits established by the Board. In the same manner, policies established by other officers to guide the affairs of their particular areas of responsibility are to conform to the policies of the President and of the Board of Trustees.

Responsibilities

1. The President is the final approving authority for all policies and procedures before they are released for general distribution. If approval is required by the Board of Trustees, the recommended policy is to be submitted to the Board by the President. The signature of the President only is to appear in the approval box on print format master copies of new and revised policies.
2. Overall responsibility for the preparation and maintenance of the BCP&PM is assigned to the Office of the General Counsel.
3. Key administrators are responsible for identifying areas of operation within their departments or organizational units that are in need of new or revised policy guidance or procedural

- changes; for recommending appropriate policy statements and procedures; for participating in the development of those policies and procedures; and for assuring adherence to approved policies and procedures within their areas of organizational responsibility. In addition, each is responsible for the dissemination of all pertinent policy information to appropriate personnel in his or her area.
4. The Office of General Counsel is responsible for providing the necessary administrative support and control to evolve, approve, and disseminate administrative, academic administrative, operational, financial, and business policy to the University. This charge includes the following:
 - (a) To conduct its activities in close cooperation with the Office of the President and other officers and key administrators who have the fundamental functional responsibility for generating statements of policy.
 - (b) To compile and update an annual Policy Development Plan.
 - (c) To assist in the development of new and revised policies and procedures, and to assure that new and revised policies and procedures have been properly reviewed and approved prior to issuance.
 - (d) To develop and maintain a policies and procedures manual that contains all approved policies and procedures, and to provide for the timely and orderly dissemination of this information to academic and administrative management personnel throughout the University.
 - (e) To maintain an integrated, University-wide system of policy and procedure communication through the coordination of all activity concerned with the development and issuance of University policies and procedures.
 - 5.

Procedures

1. The procedures for initiating, reviewing, and approving new and revised policies and procedures are as follows:
 - (a) The need for a new or revised policy and procedure may be identified at any level of the organization. Once identified, it is to be communicated to the Office of the General Counsel by the organizational unit head or vice president of the functional area involved. The Director is to add the new policy topic to the next update of the Policy Development Plan.
 - (b) Each year, the Policy Development Plan is circulated to the President, the Executive Vice President, and the Vice Presidents for review and comment. Revisions and additions, based on comments generated by this review, are made prior to finalizing the Plan for the coming year.
 - (c) When work on a policy begins, a review is scheduled to determine the specific requirements for policy guidance. The Office of the General Counsel may prepare a preliminary draft of the required policy and procedure, or he or she may request that the draft be prepared by those responsible for the function involved. Where the policy and procedure describes activities performed as part of an operating system of the University, the Office of the General Counsel may, at his or her discretion, schedule a more in-depth analysis of that system to highlight the presence of any organizational, systems, or control weaknesses or deficiencies that must be corrected before a draft is prepared.
 - (d) The preliminary draft of the policy and procedure is to be circulated for review and

comment to those affected by, or responsible for, the subject matter covered. Comments and any required changes are to be incorporated by the Office of the General Counsel in a revised draft, and the process is repeated until an approved, final draft is prepared.

- (e) Following approval of the policy draft by those affected by, or responsible for, its subject matter, the draft is to be circulated to the President, the Executive Vice President, and the Vice Presidents for review and comment.
- (f) Following the incorporation of any revisions suggested by the President, the Executive Vice President, and the Vice Presidents, the policy is to be forwarded to the Office of the General Counsel in its final form for a review of the details of the formulation process and for approval. If no further revisions are required, the Office of the General Counsel then forwards the policy, in print format, to the President for his approval and signature. Two signed copies of the policy are to be returned.
- (g) Files containing pertinent backup materials applicable to the development of each new and revised policy and procedure are to be maintained in the Office of the General Counsel. Included are to be copies of the various drafts and the comments related to their review and revision.
- (h) Once an approved policy is signed by the President, the Office of the General Counsel is to publish and distribute the new or revised policy and procedure.

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3. Guidelines for the dissemination of new and revised policies and procedures are as follows:

- (a) The Office of the General Counsel is to update the BCP&PM as required to reflect the addition of new and revised policies, and is to maintain a master copy of the electronic format manual. The Office of the General Counsel is also to maintain a master copy print format manual which is to contain one of the two signed copies of each new and revised policy approved by the President.
- (b) All new and revised policy releases are to be accompanied by an electronic memo that includes a summary explanation of new or revised material. Updated versions of the Table of Contents and Index are to be issued with each policy release.

4.

5. The following standards are prescribed to assist in referencing information contained in the BCP&PM:

(a) Format

The page format of each policy statement is standardized. Content is generally organized under the headings **Purpose**, **Definitions**, **Policy**, **Responsibilities**, and **Procedures**. Circumstances may dictate a deviation where certain headings are not applicable, or where additional headings are required.

(b) File Code

A seven-digit code is utilized to identify specific policies and procedures and to facilitate reference and information retrieval. The file code is assigned by the Office of the General Counsel as new policies and procedures evolve, and is developed as follows:

- The first digit identifies the major organizational area of the University: 1 - General University; 2 - University Relations; 3 - Student Affairs; 4 - Faculty and Academic Affairs; 5 - Financial and Business Affairs; 6 - Human Resource.
- The second two digits identify the major function within a given organizational area (generally a department or major office).

- The fourth digit is used as required to identify a subfunction of a major function (e.g., a section or subdivision of a major department).
- The final three digits are used to identify the numerical sequence of policies and procedures filed within any designated function. Generally, the first policy and procedure (-001) in any given section describes the functions and responsibilities of that particular functional area.

(c) Reference to Manual

For ease of reference, the BCP&PM is separated into major sections corresponding to the first digit of the file code. Material in the manual is referenced through use of the Table of Contents or through use of the general alphabetical index by subject matter.

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