

## **OREGON UNIVERSITY SYSTEM**

**SECTION:** Governance and Policy  
**TITLE:** Policy on Policies and Internal Management Directives  
**NUMBER:** 1.XX  
**EFFECTIVE DATE:**

### **POLICY/PURPOSE:**

In order to manage the affairs of the State Board of Higher Education ("Board") and the Oregon University System and its constituent institutions efficiently and effectively in accord with the Board's strategic plan for the benefit of the State of Oregon, the Board identifies the following categories of authority and the principles and processes governing policy development.

### **PRINCIPLES/GUIDELINES/PROCEDURES:**

#### **(A) *Categories of Authority***

(1) By-Laws: Board by-laws outline Board composition, governance, committee structure, and meeting operation. Board by-laws may only be promulgated, amended, or repealed in a manner consistent with the Board's Bylaws.

(2) Standing Committee Charters: Standing committee charters identify the duties and scope of authority of the Board's three standing committees: Finance & Administration, Academic Strategies, and Governance & Policy. These charters may only be promulgated, amended or repealed by a majority vote of the State Board of Higher Education. Board standing committees, the Office of the Chancellor, or campus representatives may, from time to time, suggest changes to the committee charters for committee recommendation and Board action.

(3) Administrative Rules: Administrative rules are policy statements promulgated pursuant to a grant of statutory authority that are generally applicable and substantially affect the interests of the public. As opposed to other policy statements that govern internal operations and matters, administrative rules are required when the general interests of the public are impacted. While the Board's standing committees, councils, ad hoc committees, Office of the Chancellor, OUS institutions, and constituents play a role in the development and recommendation of administrative rules, rules may only be promulgated, amended or repealed by a majority vote of the State Board of Higher Education in a manner consistent with state law and the Administrative Procedures Act outlined at Oregon Revised Statutes Chapter 183. As permitted by law, however, rulemaking authority may be delegated to specific officers or employees, including, but not limited to the Chancellor or OUS presidents. Administrative rules should only be promulgated when required or advised by law. The Office of the Chancellor and OUS institutions should avoid promulgating administrative rules to implement Board policies or internal management directives.

(4) Board Policies: Board policies are broad, strategic statements memorializing the Board's expectation for system or OUS institution direction. As opposed to internal management directives, which memorialize operational or transactional authority and procedures, Board policies communicate the fundamental strategic, fiduciary, and structural expectations of the Board. While the Board's standing committees, councils, ad hoc committees, Office of the Chancellor, OUS institutions, and constituents play a role in the development and

recommendation of Board policies, such policies may only be promulgated, amended or repealed by a majority vote of the State Board of Higher Education.

(5) Internal Management Directives: Internal management directives are operational documents that memorialize operational or transactional authority, requirements, or expectations. Examples include, but are not limited to: business practices, human resources practices, and information technology practices. While the Board's standing committees or the Office of the Chancellor may, in its discretion, forward a proposed internal management directive to the full Board for consideration, it is not expected that the State Board of Higher Education will promulgate, amend, or repeal internal management directives on a routine basis. Consistent with charters of the Board's standing committees and actual and delegated authority of the Chancellor and institution presidents, internal management directives may be promulgated, amended or repealed by the Board's standing committee or the Chancellor or his/her authorized designee. Notwithstanding the foregoing, internal management directives pertaining to the Chancellor's authority or terms and conditions of his/her employment will be promulgated, amended or repealed by a majority vote of the State Board of Higher Education.

Internal management directives should be consistent with federal and state law, Board by-laws, Board administrative rules, Board policies, and other statements of policy and authority from the State Board of Higher Education.

#### (B) *Format*

(1) All Board policies and internal management directives will be presented substantially in the same format. They will include the section under which the policy or internal management directive will be indexed and the title. The number and effective date will be completed by the Board's staff upon promulgation or amendment.

(2) All Board policies and internal management directives should include a brief statement under POLICY/PURPOSE outlining the purpose of the policy or internal management directive. All other information necessary for the implementation or explanation of the policy or internal management directive should be included under PRINCIPLES/GUIDELINES/PROCEDURES.

#### (C) *Review*

(1) From time to time, but no less than every three years, the Board, its standing committees, or the Office of the Chancellor, as appropriate, will review Board rules, policies, and internal management directives to determine if amendment or repeal is advisable or necessary.

#### (D) *Technical Adjustments*

(1) The Chancellor or designee may make technical adjustments to how categories of authority are compiled, organized, and numbered internally without a majority vote of the State Board of Higher Education.

#### (E) *Document History*

- Promulgated January 8, 2010 by majority vote of the Board.