Oregon TECH

President's Council

The following guidelines are designed to assist the user in writing or editing a university policy.

1. Use the template found on the [President's Council](#) web page under "Resources." Policies presented in other formats will be returned for reformatting and resubmission.

2. Header Section
   a. Fill in the responsible officer, contact number, and email.
   b. New Policies
      i. Leave the revision date field blank.
      ii. Leave the policy number as is (XX-XXX); a number will be assigned prior to the president's review.
      iii. Enter the policy title.
   c. Existing Policies
      i. Enter the revision date; it will be updated if the policy is approved.
      ii. Enter the current policy number (ex. OIT-01-001).
      iii. Enter the policy title.

3. Policy Text
   a. Replace text in each numbered field with appropriate text.
   b. Section 4 -- definitions should be applicable to the policy.
   c. Section 6 – include names and hyperlinks if applicable; if none, enter "None."
   d. Section 7 – include the committee name/advisory group, if any.
   e. Section 8 –the date will update automatically.

4. After completion, the policy is submitted to one of the following sponsors, who must agree to support the policy before it moves forward:
   a. Academic Council
   b. Administrative Council
   c. ASOIT
   d. Faculty Senate
   e. President's Executive Staff/Leadership

      f.   President's Council

5. Sponsor, or individual/group with sponsor's approval, submits the policy to President's Council (provostoffice@oit.edu).

6. Initial review of the policy for spelling, punctuation, formatting.

7. Policy is sent to university counsel for legal review.

      a.   If no legal concerns exist, the policy is presented at the next regularly scheduled President's Council meeting.

      b.   If legal concerns exist, counsel or a designee will reach out to the sponsor or individual/group.

8. From this point forward, steps outlined in the [Policy Approval Process](#) are followed; see President's Council web page, under "Resources."

9. Check the status of a policy in process by navigating to the President's Council web page, then click on "Links", "[Policies Under Review](#)." Information is updated as it becomes available.

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