

University Organization and Authority

Establishing or Changing Official University Policies

In order to be official university policy, a policy must bear the signature of the President, the Provost and Senior Vice President for Academic Affairs, the Senior Vice President for Administration, the Senior Vice President for Finance, or an officially designated delegatee of one of these four officers. In the case of a policy signed by a delegatee, the date of delegation and the name and title of the delegator must be noted on the policy. Official university policies also may be established by resolution of the Board of Trustees.

Text on any Web sites maintained by schools or departments that purports to be a university policy should be removed immediately. Instead, schools or departments should provide links to the official university policies Web site, where all authorized university policies will be made available and kept up-to-date and secure.

University policies will be placed on the Web site, and monitored or edited, by the Provost and by the Senior Vice President for Administration. Questions regarding the university policies Web site and the protocol for establishing or changing university policies should be directed to the Office of Administrative Operations at (213) 821-8129.

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President

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