

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Policy Committee Operations

TIU POLICY #: P-1

I. PURPOSE:

To describe the establishment, implementation, and review of the various university policies and the organization of the policies committee.

II. SCOPE:

Applies to the entire Trinity International University (University) community.

III. POLICY:

A. Authority to Establish Policies

The bylaws of the University rest the power to establish policies with the Board of Regents. (Bylaws Article IV, Section 1). The Board of Regents (through the Board Policy Manual) has provided two means for the establishment of policies:

1. Policies of the University: determined by the Board of Regents (Board Policy Manual 2.1 / 7.1 / 9.1).
2. General Policies: established by the President acting as the agent of the Board of Regents under the delegated powers of the Board. (Board Policy Manual 9.1).

B. Implementation of Policies

The Board of Regents has granted authority to the President to execute and administer policies (Board Policy Manual 7.1).

C. Review of Policies

The President, under the authority granted by the board, has established a committee to review existing policies and recommend new policies.

1. Members: the Committee shall consist of up to five faculty or staff members organized under the Chair. The Chair of the Committee shall be a member of the University Leadership Team.
2. Meetings:
 - a. Regular meetings: the Committee shall meet regularly at meetings scheduled by the chair, but no fewer than once each academic semester.
 - b. Special meetings: the Committee shall meet annually each June for a comprehensive review of the general policies.
 - c. Minutes: each regular meeting and special meeting of the committee shall be memorialized by the keeping of minutes. The minutes shall indicate the date(s) the group convened, the members present, and any policies reviewed.
3. Communication: the Committee has responsibility for communicating new or updated policies to the various members of the University community. This shall include the maintenance of current policies under Administrative Resources on the myTIU site. Additionally, the committee shall notify the persons responsible for updating the various campus handbooks of any policy changes.