POLICY RESPONSIBILITY, PROCESS AND PROCEDURES

Golden Gate University (GGU) shall be governed by known and consistent policies, over which the members of the university community have some consultative input, and in the case of the law school, specific responsibilities to the extent required by the American Bar Association’s Standards for Approval of Law Schools (“ABA Standards”). GGU requires that all university policies be disseminated in accordance with the standards set forth in this policy.

POLICY AUTHORITY AND RESPONSIBILITY
The Board of Trustees of GGU has the ultimate authority and responsibility to exercise the corporate powers prescribed by law under the California Corporations Code. The board’s authority is defined in the bylaws of the corporation. Its authority is affirmed through its general, academic and financial policy-making functions. The chief executive officer of the university, the president, is the individual ultimately responsible for carrying out the directives of the board and its policies. Additions to and revisions of the policies of the university are acts of the president, although the president may from time to time delegate authority to develop certain policies as appropriate and consistent with the standards of the American Bar Association and the Western Association of Schools and Colleges. The president or those to whom the president has delegated authority for policy shall consult with members of the university community on those matters of policy that fall within their concern.

Board policy statements shall take precedence over all other institutional statements, documents and policies.

Policies and/or revisions to policies on matters falling primarily within the duties and authority of the board of trustees must be approved by the board. These include policies governing personnel, institutional assets including investments and the physical plant, acceptance of gifts or bequests, the educational environment for students and academic environment for faculty.
POLICIES AND PROCEDURES
Policies are guiding or governing principles, formally approved to provide assistance in the conduct of university affairs. This definition encompasses only university policies, which should be distinguished from procedures. Procedures are statements that provide for the orderly implementation of established policies through specific, prescribed actions, and are typically more detailed than a policy statement. All GGU employees are responsible for adherence to university policies, and vice presidents, academic and administrative deans, and directors of operational departments are among those who are responsible for issuance and enforcement of procedures consistent with and adequate to ensure the implementation of university policies.

POLICY APPROVAL PROCESS: ACADEMIC POLICIES
Academic policies are policies that directly affect the mission of the university – its programs and student services. New policies or policy changes may be proposed to the vice president for academic affairs or the law faculty (in all matters affecting the law school) by an individual faculty member, faculty committee, other vice presidents of GGU, academic or administrative deans, or directors of operational departments. New academic policies or changes to existing policies may also be initiated by the vice president for academic affairs or in the case of law school policies, the law school dean. The vice president of academic affairs (VPAA) or law school dean (in all matters affecting the law school) shall review the proposed policy for the following:

- sufficient faculty governance process
- sufficient vetting by appropriate university members
- consistency with other GGU policies
- consistency with federal, state or local law, GGU governing bylaws and WASC and ABA accreditation standards
- alignment with GGU’s mission, vision and values

If a policy is approved by the VPAA or law school faculty, after consultation with the President, the VPAA or law school dean shall determine the process most appropriate to ensure its implementation. Policies requiring board of trustee’s approval are recommended to the board by the president through the applicable board committee.

POLICY APPROVAL PROCESS: ADMINISTRATIVE POLICIES
Administrative policies are non-academic policies governing the operations of the university. New administrative policies or changes to existing policies may be initiated by the vice president of business affairs or proposed to the vice president of business affairs or his/her designee by other vice presidents at GGU, academic or administrative deans, or directors of operational departments. The vice president of business affairs shall review the policy for the following:

- sufficient vetting by appropriate university members
- consistency with other GGU policies
- consistency with federal, state or local law, GGU governing bylaws and WASC and ABA accreditation standards
alignment with GGU’s mission, vision and values

Administrative policies that meet with the vice president’s approval will be forwarded to the president who will either approve or not approve the policy. In addition to the above provisions, the president of the university shall have the authority to formulate and approve administrative policies on his/her own initiative, in compliance with the goals set forth above. Policies requiring board of trustee’s approval are recommended to the board by the president through the applicable board committee.

[Amended October, 2008 to reflect title change of Vice President of Operations to Vice President of Business Affairs.]