

# STOCKTON UNIVERSITY



## POLICY

### University Policy and Procedure Authority

Policy Administrator: Executive Vice President and Chief of Staff  
Authority: N.J.S.A. 18A:64-6  
Effective Date: July 6, 2016; May 6, 2020  
Index Cross-References: Procedure 1060 – Policy and Procedure Development and Approval Policy File Number: VI-70  
Approved By: Board of Trustees

University Policy is only established through formal processes adopted upon recommendation of the University President and by resolution of the Board of Trustees.

University Procedure is only established through formal guidelines recommended by the University Cabinet and approved by the University President.

Policies and procedures are developed at the University through a process of collaboration among stakeholders.

### ADMINISTRATION OF POLICIES AND PROCEDURES:

To ensure access to University policies and procedures, the University will maintain an official Stockton University Policy and Procedure Webpage with all approved policies and procedures. The webpage will be maintained by the Office of the President using a standard electronic format and consistent structure for policies and procedures. The policies and procedures on the Stockton University Policy and Procedure Webpage will constitute the official electronic repository for all University policies and procedures.

In order to maintain an organized system of change control and to ensure consistency throughout the University, individual department websites must not contain separate copies or versions of University policies and procedures. Department websites that reference the University's policies and procedures must use hyperlinks to the documents on the official Stockton University Policy and Procedure Webpage. This does not preclude departments from maintaining internal departmental guidelines on their websites; however, these departmental guidelines should not be identified as official University policy and procedure. In no event will departmental guidelines conflict with official University policy and procedure.

Review History:

	Date
Policy Administrator	01/13/2019
Divisional Executive	01/13/2019
General Counsel	01/13/2019
Cabinet	02/13/2020