



MOST RECENT CHANGES

Version 2:

1. Simplified and Clarified Language & Format
2. Reorganized Policy According to this Format
3. Changed References from "Policy Manual" to "Online Policy Catalog"

I. POLICY PURPOSE

- A. The purpose of this policy is to provide the requirements and a standard format for CSN policies.

II. POLICY STATEMENT

- A. CSN policies must:
1. Be developed and approved in the format provided in this policy;
 2. Indicate the purpose of the policy for CSN;
 3. Be maintained in the Online Policy Catalog, which is the only official repository for CSN Policies;
 4. Be regularly reviewed to keep current and to clarify individual responsibilities
 5. Be capable of efficient implementation.
- B. CSN policies will be related to:
1. Activities associated with implementing the overall teaching mission of the College and services to constituents;
 2. Business transactions and contractual obligations;
 3. Compliance policies and directives of the Board of Regents, Nevada Revised Statutes, and mandates established by other regulatory bodies.
- C. A CSN policy must meet all the following criteria:
1. College-wide application;
 2. Under the authority of the President;
 3. Mandates actions or constraints for compliance;
 4. Requires approval by the President, after review by the CSN Administrative Code Officer, Vice Presidents, and the Faculty Senate.
- D. Policies that do not meet the established criteria may be developed at the school or department level and will be maintained and disseminated within the appropriate area, will be referred to as protocols, and shall not supersede CSN policies.
- E. Whenever revisions in policy are made by applicable federal or state law, the Board of Regents or the President of CSN, CSN employees will be notified by the CSN President or Administrative Code Officer.
- F. Standard Policy Format:
1. Policies must be written in 10-pt Arial font with 3/4-inch margins.
 2. If a section is not applicable to a particular policy, it must be annotated N/A.
 3. Policy Sections must be indicated with capital Roman numerals.
 4. Subsections must be indicated with capital letters.
 5. Lists contained within subsections must be indicated with numbers.
 6. Sublists contained within lists must be indicated with lower case letters.

7. Pages numbers must be included in the lower right corner of the document footer, and be indicated as "Page #."
8. Document headers must be displayed on every page after the first page, and contain the title of the policy on the left and the effective/revised date on the right.
9. The prescribed format of a CSN policy contains the following sections:

Title Section: The first page heading must include the title, category, number & version, effective date, and a summary of the most recent changes.

I. POLICY PURPOSE

This section briefly states the purpose of the policy.

II. POLICY STATEMENT

This section states the policy.

III. PROCEDURE

This section describes how the policy should be implemented, if necessary.

IV. AUTHORITY AND CROSS REFERENCE LINKS

This section provides links to the current State laws, the NSHE Board of Regents Handbook, or CSN By-Laws that are applicable. Do not copy the content into the policy; just provide the appropriate links.

V. DISCLAIMER

The following DISCLAIMER must be included in all policies:

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Provide blanks for the Recommending Authorities, General Counsel and the President's signatures, and the corresponding dates.

VII. ATTACHMENTS

Provide a list of the attachments to the policy, and then start each item on a new page. These addendums may include glossary, appendices, forms and/or templates, as applicable.

The attachments to this policy include a template for CSN policies that adheres to this standard policy format.

III. PROCEDURE

- A. In order to implement this policy, all CSN policies approved after the effective date of this policy must be presented in the standard format established herein. Furthermore, all CSN policies meeting the established criteria in this policy must be included in an Online Policy Catalog accessible to all interested individuals. The Administrative Code Officer will maintain the Online Policy Catalog and ensure that the most current versions are listed. Printouts of these policies and changes to the Online Policy Catalog, created from the original text source for the online version, are retained permanently as official records with the Administrative Code Officer and are available for inspection. The CSN Administrative Code Officer, Faculty Senate Chair and President will ensure periodic, appropriate review of all CSN policies, as necessary.
- B. Due Dates and Deadlines:
1. Due dates should be stated as specific calendar dates;
 2. If a stated due date falls on a non-workday for the College, the due date shall be the next College workday;
 3. Deadlines will be before 5:00 PM on the stated due dates.
- C. The Online Policy Catalog will be organized alpha numerically in accordance with specific subject areas, tables of contents and indexes of the specific policies by approved functional areas. The functional areas are:
- ADM; Administrative Operations
 - FAC; Faculty
 - FIN; Finance
 - GEN; General
 - STU; Student Services

IV. AUTHORITY AND CROSS-REFERNCE LINKS

- A. The basis for this policy is provided in the following:
1. [CSN By-Laws](#), Chapter 1, Section 1.2.1
 2. [CSN By-Laws](#), Chapter 1, Section 1.4.3

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Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended by:

/s/ William R. Kerney
Signature

12/12/2010
Date

Faculty Senate Chair
Recommending Authority Title

Reviewed for Legal Sufficiency:

/s/ Richard L. Hinckley
General Counsel

12/7/2010
Date

Approved by:

/s/ Michael D. Richards
CSN President

12/14/2010
Date

VII. ATTACHMENTS

- A. History
- B. Glossary
- C. Policy Template

ATTACHMENT "A"**HISTORY**

- Version 2:
 - 12/14/2010: Approved by CSN President Mike Richards
 - 12/07/2010: Reviewed by General Counsel
 - 11/06/2010: Recommended by Senate Executive Committee (B. Kerney)
 - 11/05/2010: Revision Submitted by Policy Review Committee (F. Jackson)
 - Simplified and Clarified Language & Format
 - Reorganized Policy According to this Format
 - Changed References from "Policy Manual" to "Online Policy Catalog"
- Version 1:
 - 07/21/2005: Revised
 - 06/14/2005: Approved by CSN President Richard Carpenter

ATTACHMENT "B"**GLOSSARY**

Authority and Cross-References: The references and authorities are the sources upon which the policy and procedure in this section are based, such as USCA, NRS, NAC and Board of Regents Handbook sections, CSN bylaws and CSN manuals or directives. Related policies may also be cited.


Policy: A policy is a governing principle, plan, course of action, or understanding that guides or channels thinking and action. *It answers the questions "What will be done?" under certain circumstances and "Why?" to guide appropriate personnel in making decisions.* It may also specify delegations of responsibility and authority for particular decisions. It is the formal guidance needed to coordinate and execute activity throughout the organization. Policy provides the operational framework within which the organization functions. A policy should be clearly distinguished from the procedure that implements the policy.

Procedure: A procedure is the *"how"* of a decision presented in the policy statement. It is a step-by-step outline of action that spells out, in sequence, *who does what and when within a logical cycle.* A procedure should be clearly distinguished from a policy.

Protocol: A protocol is a governing principle, plan, course of action, or understanding that guides or channels thinking and action within a department or other area.

Purpose Statement: The purpose should clearly summarize the goal the policy seeks to achieve. The purpose statement should answer two questions for the reader: "What information will I find here? Why was this section issued?"

ATTACHMENT "C"
POLICY TEMPLATE (Copy and Paste Template into New Document)

 CSN Policy	Policy Title Policy Category, Number & Version
Number: Category Abbreviation, Number . Version (e.g. GEN 1.2)	Effective Date: mm/dd/yyyy
MOST RECENT CHANGES Version #: 1. Significant Change #1 2. Significant Change #2	

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V. DISCLAIMER (Include in All Policies)

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended by (add additional signature lines as appropriate):

Signature

Date

Recommending Authority Title

Reviewed for Legal Sufficiency:

General Counsel

Date

Approved by:

CSN President

Date

VII. ATTACHMENTS

Provide a list of the attachments to the policy, and then start each item on a new page. These addendums may include glossary, appendices, forms and/or templates, as applicable.