OREGON INSTITUTE OF TECHNOLOGY
Policy Addition and Revision
OIT-01-001

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Oregon Institute of Technology (Oregon Tech) is an independent public university and a state entity. All Oregon Tech policies are preceded by and must be in compliance with the following in precedent order:

1. Oregon Revised Statutes (ORS)
   (http://www.leg.state.or.us/ors/)
2. Oregon Administrative Rules (OAR)
   (http://arcweb.sos.state.or.us/pages/rules/index.html)

All Oregon Institute of Technology policy is subject to revision and may not cover all matters at the Institute. Sources of policy and procedure include but are not limited to:

1. Oregon Institute of Technology Policy Manual
2. Faculty Handbook
3. Student Handbook
4. Faculty Senate Legislation
5. Business Affairs Office Policy and Procedures
6. Safety Procedures
7. Parking and Vehicle Regulations
8. Procurement and Contracts
9. Collective Bargaining Agreement(s)

In an emergency, the President has the authority to temporarily suspend, abridge, or add policy.

Additions and revisions to policy will be considered if sponsored by one of the following groups: Academic Council, Faculty Senate, President's Executive Staff, Administrative Council, President's Council and ASOIT. Individuals wishing to make policy recommendations can do so through one of these sponsoring groups. Policy drafting instructions and template can be obtained from the Vice President for Finance and Administration.

All new and revised policy for Sections 10 and 20 of the Oregon Institute of Technology Policy Manual shall be reviewed by the Faculty Senate and acted upon according to the Constitution of the Oregon Institute of Technology Faculty.

Oregon Tech provides a Participatory Process for creating and revising policies that govern and define the activities of the institution, its faculty, administrators, staff and students except for policies created or revised due to directives based on federal or state statute or regulation or policies issued by the Oregon Tech Board of Trustees.

All new and revised policy will be effective upon the President's approval following the Participatory Process.

Participatory Process for Policy Creation and Revision:

1. Sponsor group forwards draft policy with appropriate rationale to the President's Council.

2. President's Council may:
    a. refer to appropriate constituents with timelines for review and comment.
    b. consider input, modify, consult originator, and seek legal review.
    c. submit proposed policy to President for consideration.

3. All approved policies will be posted and maintained on the Oregon Institute of Technology website.
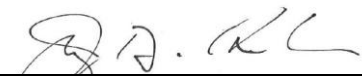
Recommended by:
    Faculty Senate – 12/04/2002
    Administrative Council – 11/13/2002
    President's Council – 1/07/2003; 6/08/2016

Approved: _____

Jay D. Kenton, Interim President

Date: _____ August 1, 2016 _____