

BLACK HILLS STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Policy Creation

NUMBER: 1:1

Office: Office of the President

Source: [SDBOR Policy Manual](#)

Associated Documents: [Steps for Annual Review](#)

1. Purpose

This policy sets forth the process for policy creation at BHSU.

2. Policy

- a. Black Hills State University policies will be formulated through the participation of faculty, students, staff, and administrators when permissible by law.
- b. Black Hills State University policies provide a means for formalized, systematic documentation and communication of policies established by the President and Administration. This policy enables students, faculty, and staff to more fully participate in the formulation of University policy. In case of any conflict or question with reference to the policies of BHSU, the BOR Policies, Administrative Rules of SD, and SD Codified Law shall be deemed controlling in all circumstances.

3. Procedures

- a. Proposed policies and policy revisions will be submitted to the President. Policy updates and changes will be sent to relevant governance structures. Either faculty senate, staff senate, or both will be notified of the proposed policy or revision and a copy will be shared with them for review and comment. Policies related to students will be shared with Student government/senate.
- b. Policies will be reviewed by the President and Administrative Team and revised as appropriate before receiving the final approval of the President. Final policies

will then be posted to the website for inclusion in the online BHSU Policy & Procedures Manual.

- c. Policies should be reviewed periodically by the office of record to insure continued accuracy.
- d. The policy manual is divided into the following categories:
 - i. 1 – General
 - ii. 2 – Academic Affairs
 - iii. 3 – Student Life
 - iv. 4 – Human Resources
 - v. 5 – Finance & Business
 - vi. 6 – Facilities
 - vii. 7 – Technology
 - viii. 8 – Athletics
 - ix. 9 – Safety & Security
 - x. 10 – Marketing & Communications
- e. Each policy is numbered according to topic. The first number of a policy indicates the general topic, the second digit indicates the sequence of the policy in the general topic, and the last digit identifies if there is more than one policy related to the same overall topic. For example, a policy numbered 2:2.2 indicates a policy in the second general topic division of the manual (Academic Affairs), the second topic area in that division, and the second policy of that sequence of related policies. The policy number is assigned by the President's Office.
- f. The heading for each policy contains reference information. "Office" indicates the office responsible for the execution of the policy and serves as a reference for questions pertaining to the policy or procedures.
- g. All policies must receive the approval of the President and identify the date they were signed into final policy. Policies are subject to change unilaterally and without notice.

4. Responsible Administrator

The University President, or designee, is responsible for the annual ad hoc review of this policy and its procedures as well as approval of this policy.

SOURCE: Approved by President Laurie Nichols on 11/25/2019.
Revision 2/3/2021; Revised 2022/12/14