ST. SAVA SERBIAN ORTHODOX SCHOOL OF THEOLOGY
LIBERTYVILLE, IL

POLICY ON POLICIES

1. Purpose

The purpose of this Policy on Policies is to:

- Ensure consistency, clarity, and transparency in policy development and implementation.
- Provide a framework for creating, reviewing, updating, approving, and retiring policies.
- Align institutional policies with the mission, values, and strategic goals of St. Sava Serbian Orthodox School of Theology.
- Define roles and responsibilities in policy governance.

2. Scope

This policy applies to all policies, procedures, and guidelines established at St. Sava Serbian Orthodox School of Theology, including but not limited to:

- Institutional policies (governance, ethics, finance, etc.).
- Academic policies (curriculum, grading, student conduct, etc.).
- Administrative policies (human resources, IT, facility management, etc.).
- Compliance policies (accreditation, reporting, conflict of interest, etc.).

3. Policy Hierarchy

Policies should be structured in a hierarchical format to ensure coherence:

- Institutional Policies (overarching policies guiding the school's governance).
- Academic and Administrative Policies (specific rules for faculty, students, and administration).
- Procedures & Guidelines (day-to-day operational instructions derived from policies).
- In cases of conflict, institutional policies take precedence over other policies and procedures.

4.   Policy Development Process

All policies must be drafted following this structured process:

4. 1.   Initiation

- A policy proposal may be initiated by faculty, staff, administration, or the Board of Trustees.
- The need for a new policy or revision of an existing one should be documented.
- The Policy Oversight Committee (POC) or designated administrative body will assess the necessity of the policy.

4. 2.   Drafting and Consultation

- The drafting team (appointed by the Dean, Board, or a relevant department head) will develop the policy using a standardized template.
- Relevant stakeholders, including faculty, students, staff, legal advisors, and Church representatives, must be consulted.

4. 3.   Approval Process

- Policies undergo a three-tier approval process:
  - Tier 1: Administrative Review (Dean's Office & relevant department heads)
  - Tier 2: Legal & Compliance Review (to ensure policies comply with accreditation standards, Illinois Board of Higher Education (IBHE) regulations, and Orthodox Church guidelines)
  - Tier 3: Board of Trustees Approval

4. 4.   Certain policies (such as theological policies) may require advisory input from the Serbian Orthodox Church's Holy Synod.

4. 5.   Communication and Implementation

- Once approved, the policy is assigned an effective date and published in:
  - The School's official policy repository (website & internal policy database).
  - The Academic Handbook, Student Handbook, or Faculty Guidelines (as applicable).

- A formal communication plan (emails, announcements, and training sessions) will ensure awareness and compliance.

5. Policy Review and Revision

Policies must be reviewed on a regular cycle, as follows:

- Major policies (governance, accreditation, financial, academic regulations): Every 3-5 years
- Operational policies (HR, IT, facility management): Every 2-3 years
- Student-facing policies (grievance, misconduct, academic integrity, DEI): Every 2 years

Emergency reviews may be conducted when:

- A significant regulatory change occurs.
- Accreditation requirements are updated.
- A major institutional event necessitates a policy change.

Policy Retirement

- Policies that are outdated or no longer applicable must be formally retired.
- A formal process (with archival documentation) will be used to remove policies, ensuring historical versions remain accessible for reference.

6. Roles and Responsibilities

- Board of Trustees: Final approval authority over institutional policies.
- Dean & Administration: Oversight of policy implementation and compliance.
- Policy Oversight Committee (POC): Responsible for policy drafting, review cycles, and ensuring compliance with accreditation standards.
- Legal & Compliance Team: Ensures policies align with regulatory and accreditation requirements.
- Faculty & Staff: Expected to follow and enforce policies in their respective areas.

7. **Compliance and Enforcement**

- o Compliance with policies will be monitored by the administration.
- o Training and awareness programs will be conducted for faculty, staff, and students.
- o Non-compliance will be addressed through corrective actions, re-training, and disciplinary measures if necessary.

Approved by the Board of Trustees on: 12/16/2024
Effective date: 1/1/2025