

Things to Know about OU Policies and Procedures

General information

1. **There is a website**
 - a. Oakland.edu/policies-currently approved policies are on this site
2. **You will find other useful guidance and policies on other websites and documents**
 - a. Financial Aid
 - b. Graduate Education
 - c. Provost
 - d. Registrar
 - e. UTS
 - f. Undergraduate and Graduate catalogs
3. **A wide range of activities are governed by OU policies and as chair, you are expected to assure compliance**
 - a. Your department secretary will know many of the policies and is a great resource
 - b. If your department secretary doesn't know or isn't sure, call the dean's office. Someone there will be a great resource

Some, Not All, Important Policies

1. **Policy 481 – Records Retention and Disposal**
 - a. The policy covers all areas of the university including departments
 - b. It is important to note what you need to keep permanently and what you can shred after a certain amount of time.
 - c. Talk to your secretary about how these records are maintained and destroyed in your department
2. **Policy 470 – Release of Student Educational Records**
 - a. This policy describes how OU complies with the Family Educational Rights and Privacy Act of 1974 (FERPA)
 - b. The Dean of Students Office can help you understand FERPA – a good source of information is on the FERPA Guide website at <http://wwwp.oakland.edu/studentcodeofconduct/student-privacy-rights-ferpa/ferpa-guide/>
3. **Policy 406 – Conflict of Interest Policy**
 - a. This policy was recently updated by the Board of Trustees
 - b. Conflicts of interest are those personal and financial interests, whether actual, apparent or possible, that could lead someone to: (a) compromise or lose their own independence, impartiality or judgment in connection with an arrangement with the university; (b) propose or support an arrangement with the university that is not in the university's best interest; (c) results in personal or financial gain to that person; (d) involves preferential treatment to the person's family or business associates; or (e) would damage the university's reputation or erode the public's confidence in the university.

- c. You, your faculty and your staff have a duty to self-disclose, report, and inquire about conflicts of interest
- d. The board established a Conflict of Interest Review Committee to review potential instances of conflict of interest. If you think there is a potential conflict of interest issue within your department, contact your dean. We want requests to the committee to flow through academic affairs.
- 4. Policy 430 – Freedom of Information Act**
 - a. If you receive a Freedom of Information Act Request (FOIA), forward the request to the Office of Legal Affairs immediately
 - b. NEVER destroy any records
- 5. Policy 482-University Closing**
 - a. Policy 482 describes what happens if the university closes for any reason
 - b. Chairs and program directors should wait for an early release decision prior to releasing staff; please also note that if your secretary is on vacation, she is still on vacation if the university closes
 - c. University programs are cancelled when the university closes
 - d. Note the special rules for off site programs (e.g. AFC, Macomb, etc.)
- 6. Policy 488 – University Communications**
 - a. You are supposed to work with Communications and Marketing when preparing newsletters, fliers, program brochures etc. that will go to an external audience
 - b. They also approve websites
 - c. Approve Ads
- 7. Policy 860 – Information Security**
 - a. This policy covers the use of data (for example data protected by FERPA, banner data, grant- or contract-protected data.
 - b. A key concern is the portability of data – either through flash drives, laptops, phones, Google Drive etc.
 - c. Penalties can be very large. Information is available on the UTS website and in the policy.

Assistant Deans Ask the Following

- 1. Do not allow a newly hired employee to start work without proper HR/Financial Aid office clearance
- 2. Allow lead time when hiring new employees both full-time and part-time. It takes time
- 3. Do not expect an agreement or contract in your area to be approved and signed quickly. These are reviewed by many people before being signed.
- 4. Pay attention to Purchasing Card Rules – know that there are food and gas exclusions
- 5. Know that deadlines are often policy or process related. Payroll has a deadline that the dean's offices are trying to meet.
- 6. Ask before you do something – be proactive in reaching out if you aren't sure about something. It can take much longer to undo a mistake than it takes to ask a question and get an answer