

MOUNT VERNON NAZARENE UNIVERSITY

Life Changing

Governance and Authority Policy

It is the policy of Mount Vernon Nazarene University to conduct its business in harmony with the provisions of the University’s legal documents (including the *Articles of Incorporation* and *Bylaws*) and policy directives approved by the Board of Trustees at all times by:

- Complying with applicable financial audit standards and governmental regulations regarding the institution’s conduct of business.
- Assigning roles and responsibilities to individuals and groups consistent with industry best practices, including appropriate segregation of duties and in compliance with a control environment that gives confidence to the Board of Trustees.
- Describing and executing the delegated responsibilities within the defined roles of authority, including those delegated by the Board of Trustees to the President, and by the President to senior administrators, the faculty, and other administrative units.
- Encouraging a wide range of constituent involvement in making decisions, where permitted by governance documents.
- Reviewing, revising and updating policies, procedures, desktop instructions and rules regularly and in a time-sensitive manner.
- Encouraging employees to exercise their responsibilities with conviction and integrity.

The Governance and Authority Policy is to be implemented in close harmony with the Policies on Accountability, Financial Stewardship and Policy.

The following outlines the roles and University position assigned to the role.

Role	University Position
Executive sponsor	President

The Governance and Authority Policy applies to the following functional areas or positions.

Functional Areas or Positions	Specific Policy Application
President	To execute the Governance and Authority Policy.
Senior Leadership Team	To define and implement the Governance and Authority Policy in divisional responsibilities.
All University employees	To adhere to the Governance and Authority Policy and its supporting procedures.

Compliance with the Governance and Authority Policy is critical and includes the following.

Action	Guideline
Speaking for the Board of Trustees	The chair of the Board of Trustees, or designee, is the sole spokesperson for the Board of Trustees.
Speaking for the University	The President is appointed as the University's official spokesperson. He may approve the webmaster or Director of Communications to release certain information to various publics.
Codifying unit procedures, desktop instructions, and rules and covenants of expected behavior	Units will engage in due diligence to commits its procedures, desktop instructions, and rules and covenants of expected behavior to writing, to communicate them to affected individuals or units, and to revise the documents when changes occur.
Complying with the Governance and Authority Policy	Policy compliance standards and expectations are defined and described in the <i>Faculty Handbook</i> and <i>Staff Handbook</i> .

The following documents provide the critical means of implementation of the Governance and Authority Policy.

Required Documents	Purpose
Legal documents of incorporation (e.g., <i>Articles of Incorporation, Bylaws, etc.</i>)	To ground corporation operations within applicable federal, state and local legislation.
Minutes from Board of Trustees meetings and its duly appointed committee	To record the official actions and resolutions of the governing Board of Trustees as public guardians of the University.
<i>Board Standard Policy Manual</i>	To record the policies for the activities and operations of the Board of Trustees

Additional Documents	Purpose
<i>Faculty Handbook</i>	To define the organization and policies delegated to academic administrators, academic units and the Faculty Assembly relative to academic policy.
<i>Staff Handbook</i>	To define the organization and policies delegated to service support units and their employees.
<i>Student Life Handbook</i>	To define the organization and policies delegated to divisions assigned responsibilities for co-curricular, residential, and spiritual life programs.

There are no exclusions or exceptions of the Governance and Authority Policy. When conflict is believed to exist between a policy and the University overarching documents of incorporation, the broad statutory documents take precedence.

The following individuals can be contacted for questions on the Governance and Authority Policy as outlined here.

For	Contact
Any question	Unit supervisor
Questions related to academic program jurisdictions	Provost and Chief Academic Officer
Questions related to residential life jurisdictions	Vice President for Student Development
Questions related to spiritual life jurisdictions	University Chaplain

Reporting misuse of the Governance and Authority Policy	Unit supervision, Provost and Chief Academic Officer, Vice President for Student Development, University Chaplain, or Director of Human Resources
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The following outlines the approval, review, and revision history of the Governance and Authority Policy.

Version	Approval Date of Version	Version Type
1	January 2010	Initial Release