

Authority: Approved by the President

## **Chapter o. ABOUT THE POLICIES, RULES & PROCEDURES LIBRARY**

### **0.1 Overview**

Policies are broad statements of principle that provide context and support for the attitudes and conduct expected of the Okinawa Institute of Science and Technology School Corporation (hereinafter referred to as “School Corporation”) community. From policies flow “rules,” which state what is encouraged, permitted, or forbidden. From rules flow procedures, the step-by-step instructions that implement the rules.

The Policies, Rules and Procedures (PRP) Chapters found in this PRP Library provide the framework and directions for working and conducting other transactions within School Corporation. The Library contains the administrative and operating requirements of the University, as well as the Faculty Handbook, the Graduate School Handbook, and the University Library. Responsibility for maintaining the PRP Library is vested in the Chief Operating Officer (hereinafter referred to as “COO”) [\[link: 2.4.6.2\]](#), which oversees development of new and revised chapters and maintains the website, assisted by the Rules and Procedures Section [\[link: o.2\]](#).

Each PRP chapter is intended to help faculty, students and staff (and in some cases, visitors, vendors and others) with policy guidance and rules, as well as clear “how to” instructions for accessing School Corporation services and complying with School Corporation requirements.

Because many of the policies, rules, and procedures in the Library have general applicability, this online PRP Library is accessible to the community outside School Corporation. Visitors, guests, vendors, and others who may be

intermittently on premises or otherwise involved with School Corporation are encouraged to review PRP Chapters that may be relevant.

The currently approved Chapters of the PRP Library are online; the prior versions are removed, deemed outdated and are void and of no effect.

### **0.1.1 Regulations**

Designated University Officers establish regulations and guidelines (hereinafter referred to as Regulations) on specified matters designated by PRP among his/her responsibilities and duties. Requirements and restriction on [0.2.1](#) and procedures on [0.4.2](#) shall be followed in the process of the establishment and maintaining the PRP.

## **0.2 Maintaining the PRP Library**

The COO is responsible for maintaining the Library of Policies, Rules and Procedures.

Officers and employees follow procedures specified in 0.4.1 when they establish new or revise some chapters of PRP.

However, the COO shall convene the [PRP Review Committee](#) for review as necessary before his/her approval in case of significant matters such as major change of Policies or draft of new Chapters.

In principal, date of enforcement of the proposal for establishment or revision is set in the Document for Approval Process (kessai). In the case that the date is not set in the Document for Approval Process (kessai), the proposal come into force (become effective) in the time final approve is done.

Rules and Procedures Section installs established new or revised PRP online regularly.

### **0.2.1 Maintaining the Regulations**

Regulations shall be maintained by the department of the Designated University Officer, who established the Regulations, include old versions and edit histories.

Officers and employees follow procedures specified in [0.4.2](#) when they establish or revise Regulations.

Established new or revised Regulations come into force in the date which is written and approved by the Document for Approval Process (kessai). In the case the date is not set in the Document for Approval Process (kessai), the proposal come into force (become effective) in the time final approval is done.

The department of the Designated University Officer, inform and make available those established new or revised Regulations to School Corporation community by the department's web site or other relevant tools.

### 0.3 Responsibilities

#### 0.3.1 Designated University Officers

The following Designated University Officers are responsible for the initial review, approval, and informing of establishment new or revising PRP chapters.

When he/she establish the Regulations on the specified matters designated by PRP, he/she has the responsibility for maintaining and informing those.

When he/she establish new or revise any Regulations or PRP which contain any other Designated University Officer's assignment, he/she has responsibility to obtain consent from them by consultation and discussion with relevant departments.

Chapter	Title	Designated University Officer
0	About the Policies, Rules and Procedures Library	COO
1	Who We Are: Founding and Governing Principles	President
2	Organization and Governance	President
3	Faculty Handbook	Dean of Faculty Affairs

<b>Chapter</b>	<b>Title</b>	<b>Designated University Officer</b>
4	Research Conduct	Dean of Research
5	Graduate School Handbook	Dean of the Graduate School
6	University Library	Dean of Faculty Affairs
7	Fundraising	President
8	Internal Audit	COO
9	Auditors' Audit	Auditors
10	Land, Buildings and Facilities	Vice President for Buildings and Facilities Management
12	Document and Record Management	COO
13	Safety, Health and Environmental Protection	Dean of Research Vice President for Buildings and Facilities Management
14	Intellectual Property and Technology Transfer	Executive Vice President for Technology Development and Innovation
15	Name Use, Endorsements, and Use of University Logos and Trademarks	Vice President for Communication and Public Relations
16	External and Internal Communications and Public Relations	Vice President for Communication and Public Relations
17	Information Technology and Security	Chief Information Officer
18	Telecommunications Services and Devices	Chief Information Officer
19	University Events	Vice President for Communication and Public Relations
20	Health and Wellness Program	Dean of Research
21	Use of University Resources	Vice President for Buildings and Facilities Management Vice President for Communication and Public Relations
22	Avoiding Conflicts of Interest and Commitment	COO and Dean of Faculty Affairs

<b>Chapter</b>	<b>Title</b>	<b>Designated University Officer</b>
23	Misconduct and Whistleblower Protection	COO
24	Child Care Services	Vice President for Gender Equality and Human Resource Development
25	Campus Housing	Vice President for Buildings and Facilities Management
26	Finance and Accounting	Vice President for Financial Management
27	Budget Planning, Execution, and Monitoring	Vice President for Financial Management
28	Procurement	Vice President for Financial Management
29	Travel, Meetings and Related Expenses	Vice President for Financial Management
30	Human Resources	Vice President for Gender Equality and Human Resource Development
31	Hiring Process	Vice President for Gender Equality and Human Resource Development
32	Work Schedules and Breaks	Vice President for Gender Equality and Human Resource Development
33	Leave	Vice President for Gender Equality and Human Resource Development
34	Compensation	Vice President for Gender Equality and Human Resource Development
35	Benefits	Vice President for Gender Equality and Human Resource Development
36	Performance Evaluation	Vice President for Gender Equality and Human Resource Development
37	Leaving the University	Vice President for Gender Equality and Human Resource Development
38	Discipline	Vice President for Gender Equality and Human Resource Development
39	Resolving Complaints and Disputes	Vice President for Gender Equality and Human Resource Development
40	Staff Development and	Vice President for Gender

<b>Chapter</b>	<b>Title</b>	<b>Designated University Officer</b>
	Awards	Equality and Human Resource Development
41	Workplace Health and Safety	Vice President for Gender Equality and Human Resource Development

0.3.2 Any employee who are proposing to establish a new, or revise PRP chapter prepares a draft conforming to the PRP format and other requirements in 0.4.1 and ask to check to the relevant Designated University Officer. The draft agreed by the Designated University Officers shall be reviewed by Rules and Procedures Section and shall obtain approvals from required officers and employees by Documented Approval Process (kessai).

0.3.3 Any employee who are proposing to establish new or revise Regulations prepares a draft and the Document for the Approval Process (kessai) by following the procedures in [0.4.2](#), and shall obtain approvals from relevant Designated University Officer(s) and COO.

0.3.4 **Rules and Procedures Section** reviews drafts of PRP and Regulations for conformance with Laws, Bylaws, University Rules, other PRP chapters and Regulations, and checked technical details such as PRP chapter format and for spelling errors, typographical errors.

0.3.4.1 Rules and Procedures Section installs the established new or chapter that have been approved by the CEO/President in the appropriate section of the online Policies, Rules and Procedures Library immediately.

0.3.4.2 Rules and Procedures Section informs changes of PRP to School Corporation community by way of using internal websites or other relevant tools.

0.3.4.3 Rules and Procedures Section maintains files of Unit-Specific Internal Procedures and Processes [[link: 0.4.2](#)] that have been approved and will make them available on an internal website restricted to University employees.

0.3.4.4 Rules and Procedures Section sends an email notification of the change(s) to the OIST Graduate University Community on or several days in advance of the effective date.

0.3.5 **The COO** provides a review for content/substance for each draft of established new or revised PRP chapter or Regulation submitted as a Document for Approval Process (Kessai).

0.3.6 **The CEO/President** reviews and gives final approval to a draft of established new or revised PRP chapters submitted as a Document for Approval Process (Kessai).

## 0.4 Procedures

### 0.4.1 Procedures to establish new or revised PRP Chapter

0.4.1.1 Read “[How to Write a PRP Chapter](#)” for guidance on drafting to establish new chapter or to revise any PRP chapter.

0.4.1.2 Any employee who is proposing to establish a new or revise PRP chapter, prepares a draft and submits that to relevant [Designated University Officer](#), and obtains agreement from him/her. The Designated University Officer consults and discusses with other department(s) and obtains consent on the draft, in the case that the establishment or revision contains other Designated University Officer’s assignment.

0.4.1.3 Any employee who is proposing to establish a new or revise

PRP chapter, submits the draft, which is admitted by the Designated University Officer(s), to the Rules and Procedures Section, and modifies the draft as necessary responding to the review.

0.4.1.4 Any employee who is proposing to establish a new or revise PRP chapter, creates the Document for Approval Process (kessai) attached the draft admitted by the Designated University Officer(s) and Rules and Procedures Section, and obtains approvals from the COO, and any other relevant department's heads.

0.4.1.5 Any employee who is proposing to establish a new or revise PRP chapter, informs establishment and revisions of PRP chapter under the instruction of the Designated University Officer.

#### **0.4.2 Procedures to establish new or to revise the Regulation**

0.4.2.1 Any employee who is proposing to establish a new or revise the Regulations, prepares and submits the draft to the Designated University Officer, who are in charge of the department responsible for the assignment relevant to the Regulations, and obtains consent from him/her. The Designated University Officer consults and discusses with the other department and obtains consent on the draft, in the case that the establishment or revision contains other Designated University Officer's assignment.

0.4.2.2 Any officers and employees who is proposing to establish a new or revise the Regulation, submits the draft, which is admitted by the Designated University Officer(s), to the Rules and Procedures Section, and modifies the draft as necessary responding to the review.



0.4.2.3 Any officers and employees who is proposing to establish a new or revise the Regulation, creates the Document for Approval Process (kessai) attached the draft admitted by the Designated University Officer(s) and the Rules and Procedures Section, and obtains approvals from the Designated University Officer, COO, and any other relevant department's heads.

0.4.2.4 Any officers and employees who are proposing to establish a new or revise the Regulation, informs establishment and revisions under the instruction of the Designated University Officer.

### 0.4.3 PRP Review Committee

0.4.3.1 School Corporation set the PRP Review Committee to review and approve PRP changes ,and ensure the consistency as a whole, and maintain the mission and policies of School Corporation.

0.4.3.2 Details of PRP Review Committee is specified separately by the COO [[link](#)].

## 0.5 **Contacts**

### 0.5.1 **Owner:**

COO

### 0.5.2 **Other Contacts:**

Rules and Procedures Section [rules@oist.jp](mailto:rules@oist.jp)

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The University reserves the right to augment, revise, add and delete Policies,

Rules and Procedures Chapters at any time.

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