

Triangle Bible Institute (TBI) Policy

Policy Number: 402-16

Policy Title: POLICY ON POLICIES - FORMULATION AND ISSUANCE

Responsible Officer: Executive Director

Responsible Office: Office of Executive Director

Effective Date: January 1, 2016

I. POLICY STATEMENT

A. Triangle Bible Institute (TBI) shall have a process that formally addresses the formulation, approval, implementation, promulgation, dissemination, revision, interpretation, and monitoring-for-adherence of official school policies and procedures. The purpose of TBI's Policy on Policies is to seek to provide the TBI community with easily accessible and understandable policies that provide faculty, staff and students with clear and concise guidelines, transparency and clarity on how TBI conducts business.

School policies are those that have institution-wide application, support the school's mission, impact a substantial portion of TBI's community, or emanate from authority delegated to the Pastor of Star Ministries by the Board of Trustees to manage the institution or comply with Federal and other regulations. Persons responsible for writing, updating, and distributing TBI policies shall comply with the conditions and procedures that are outlined in this document. Contained herewith are the definition of TBI policy and the standardized policy format, which outlines the steps for formulating, approving, issuing, and amending policies and procedures.

B. Approved policies are maintained on the Triangle Bible Institute's website, or may be viewed in person by contacting the Administrative Dean.

C. *Unit Policies and Procedures* (Any School, College, Department or operating Unit of TBI) may issue policies and procedures that relate to matters of interest only to that particular School, College, Department or operating Unit and/or that set forth procedures by which it shall carry out TBI policies. These shall be referred to generally as "**Unit**" policies and procedures. "Unit" policies and procedures are not considered "TBI" policies and therefore are not governed by the procedures set forth in this policy.

Unit policies shall be reviewed and approved by the appropriate Responsible Officer prior to adoption. Schools, Colleges, Departments or operating Units are required to use the standard policy format to encourage uniformity of form and appearance for policies and procedures throughout Triangle Bible Institute. These Unit policies and procedures shall be published and maintained on the website of the issuing School, College, Department or operating Unit. "Unit" policies and procedures may be hyperlinked to the relevant guiding TBI policy, however, these "Unit" policies and procedures are maintained by the responsible Department or Unit. Unit policies and procedures shall not contradict or override Triangle Bible Institute policies.

II. RATIONALE

TBI policies shall be developed or updated and made accessible to all relevant TBI stakeholders and operating units in a timely manner to: 1) ensure the orderly, effective and

efficient operation of TBI; 2) ensure compliance with policy objectives; and 3) establish the accountability of operating units and individuals affected by each policy. TBI policies shall be developed and disseminated, kept current, and made accessible to all relevant operating units in a timely manner.

III. ENTITIES AFFECTED BY THIS POLICY

This policy applies to all TBI entities including the satellite campuses.

IV. DEFINITIONS

A. Policy - a governing principle formally approved and established to provide vision, guidance, assistance, and direction to the TBI community in the conduct of TBI or Unit affairs.

B. Procedures – statements that set forth the manner of implementing established policies through prescribed actions in order to ensure compliance with those policies.

C. TBI Policy Council (the “Council”) – TBI’s Policy Council comprises the Officers of the Triangle Bible Institute. Four members shall constitute a quorum to take action, provided that the quorum includes the Pastor of Star Ministries, Executive Director, Administrative Dean, Academic Dean, Financial Officer, Human Resources Officer, and the Secretary.

D. Responsible Office – TBI’s office responsible for the creation, promulgation, revision, interpretation, and monitoring-for-adherence of policies and procedures. The following offices are deemed Responsible Offices:

- Pastor of Star Ministries
- Executive Director
- Administrative Dean
- Academic Dean
- Financial Officer
- Human Resources Officer
- The Secretary

E. Responsible Officer - the principal of the Responsible Office who is charged with carrying out the responsibilities of the Responsible Office, including the implementation and oversight of policy administration. The Responsible Officer engages in the identification of existing policies, recommends and submits new policies or revisions to existing policies, and recommends rescission of existing policies to TBI’s Policy Council. The Responsible Officer shall not delegate the authority to perform as a Responsible Officer.

V. STRUCTURE AND ORGANIZATION OF TBI POLICIES - Policies shall be assigned a number by the TBI Policy Council under one of the following series headings:

- **Series 100 – Academics and Research**

Academic policies related to faculty, the Academy and its administration, and policies related to faculty, staff and student research, its funding and commercialization.

- **Series 200 – Administration, Facilities and Public Safety**

Broad range of policies related to general administration, facilities, safety and environmental risk.

- **Series 300 - Business and Finance**

Policies guiding the accounting for and management of TBI assets, and other financial matters.

- **Series 400 – Governance, Risk and Compliance**

Broad range of policies related to ethics and standards of conduct, liability mitigation, values and principles, and other institutional issues.

- **Series 500 – Human Resources/Talent Management**

Policies pertaining to the employer-employee relationship for faculty and staff.

- **Series 600 – Student Life**

Broad range of policies related to all facets of student life from admission through graduation, including athletic program policy.

- **Series 700 – Information and Technology**

Broad range of policies related to information and technology management.

- **Series 800 – External Relations and Fundraising**

Policies related to managing relationships with groups, organizations and other entities external to Triangle Bible Institute, including alumni relations government relations and lobbying.

VI. POLICY PROCEDURES

A. Policy Ownership

New and existing policies shall be assigned to a Responsible Officer. The Responsible Officer shall perform the responsibilities and shall also be accountable for initiating, amending and recommending rescission of policies.

B. Policy Format

TBI policies shall be written and maintained in a standardized format. The standardized policy format is provided as “Triangle Bible Institute Policy Format” at the end of this document.

C. Policy Preparation Process

Proposed or revised policy shall be prepared in accordance with the prescribed format and submitted to the Responsible Officer for consideration and appropriate action. The Responsible Officer shall provide for substantial review by all key stakeholders prior to submission to Policy Council. The Council may require the Responsible Officer to appear before the Council to discuss the rationale for proposing, revising or rescinding policy.

D. Policy Compliance Review and Approval Process

The policy shall be reviewed for compliance with TBI's By-Laws and Board policies and procedures, and consistency with previous Board actions. Once the policy is vetted, reviewed, and accepted by the Council, the Council shall forward the proposed or revised policy to the Pastor of Star Ministries (or the Board of Trustees) if required, for final approval. Determination of final approval authority will be guided by TBI By-Laws and the delegation of authority as provided therein.

E. Policy Dissemination Process

Upon final approval by the appropriate authority, the new or revised policy shall be posted on the TBI policy website; information announcing the posting shall be generally disseminated to TBI community. Other appropriate means of disseminating policies may be used to complement the posting of the policy on TBI's policy website.

F. Sunset Provision

Only policies managed via this process shall be considered Triangle Bible Institute policies. In the first three years following Presidential approval of the *Policy on Policies*, all Responsible Officers and TBI staff, authorized to support implementation of the *Policy on Policies*, shall engage in a comprehensive, enterprise-wide review of policies to identify existing "TBI" policies. All identified "TBI" policies shall be compiled in a database. Those policies that have not been updated in five years or more shall be assigned a sunset date. All such "TBI" policies shall expire if not presented to the TBI Policy Council for review prior to the sunset date. This proviso does not preclude the formulation and promulgation of new policies according to the other provisions of this policy.

G. Comprehensive Policy Review

To ensure policy relevance and effectively manage risk, the Responsible Officer shall routinely initiate a review of TBI policies within the Officer's purview. Such review shall occur within three to five years following TBI Policy Council review and approval. In cases where delayed review may result in increased institutional risk, comprehensive policy review shall be conducted more frequently.

H. Location of Policies

The official repository of Triangle Bible Institute policies is the Office of the Executive Director. Official TBI policies shall be posted on the Triangle Bible Institute website. School, College, Department and operating Unit web pages may not display copies or versions of official TBI policies, but Schools, Colleges, Departments and Units are encouraged to provide a hyperlink to the relevant official policy website.

I. Policy Exceptions

All TBI entities are expected to comply with TBI policy. If an exception to the application of a proposed TBI policy is anticipated, it is incumbent upon the Responsible Officer to delineate all exceptions within the context of the proposed policy. Should a policy exception be required after a policy is promulgated, it is incumbent upon the Responsible Officer to establish a process for granting the exception and provide a justification to the TBI Policy Council.

VII. INTERIM POLICIES

The Pastor of Star Ministries is empowered to approve and issue interim policies in situations where a TBI policy shall be established in a time period too short to permit completion of the process delineated in this policy. Each interim policy shall remain in force for up to six months from the date of issuance.

VIII. SANCTIONS

Failure to follow this policy or any other approved TBI policy may result in disciplinary action, including student expulsion, or termination of employment.

SEE SAMPLE POLICY FORMULATION FORMAT NEXT PAGE

TRIANGLE BIBLE INSTITUTE POLICY FORMAT

Policy Number – *(the number in the series assigned by TBI Policy Office, followed by a sequential number)*

Policy Title: *(A descriptive name that succinctly but clearly designates the subject matter)*

Responsible Officer: *Self-explanatory.*

Responsible Office: *Self-explanatory.*

Effective Date: *(The date on which the requirements of the policy are implemented and enforceable)*

The subject matter of the policy document shall: start two lines below the heading material, be capitalized and bolded, and follow Roman numerals. PLEASE NOTE that all numerals indicated below may not be applicable in all cases, and other headings may be added for clarity.

I. Policy Statement *(should include as much concise detail when possible)*

- Background
- New or updated policy
- Problem/issue to be addressed
- Conformance with TBI's mission and governance goals
- Institutional Impact
- Financial cost
- Cultural, systemic, procedural changes
- Other key issues

II. Rationale *(should include as much concise detail when possible)*

- Reason for policy
- Legal, regulatory, financial, accreditation or other context
- Advantages
- Risk avoidance

III. Entities Affected by this Policy *(should include as much concise detail when possible)*

- All key stakeholders and stakeholder perspectives
- Stakeholder engagement in the policy formulation process

IV. Definitions

- Terms requiring explanation to ensure clarity and understanding.

V. Policy Procedures

- How policy will be implemented
- Roles and responsibilities
- Communications plan
- Required training
- Policy effectiveness evaluation indicators
- TBI groups/entities exempted from policy:
 - Conditions/circumstances
 - Justification

VI. Interim Policies

- None

VII. Sanctions

- Consequences to be applied in situations where policy is disregarded.