Institution Policy: Welcome

An Institution policy is an integral component in communicating the Institution’s formal position on a variety of subjects to both internal and external communities. The consistency enabled by the procedures herein will ensure that the Institution’s policies are understandable and managed in an equitable manner.

The WHOI policies and procedures are guidelines only and can be modified, amended, updated, added to, or rescinded at any time at WHOI’s sole discretion. WHOI reserves the right to interpret and administer the provisions of its policies as needed. Oral statements or representations cannot supplement, change or modify the provisions of WHOI policies. Each employee should read and become familiar with the information contained in WHOI’s policies and all updates or changes to said policies. Failure to comply with WHOI’s policies or procedures may result in disciplinary actions.

The provisions in this WHOI policies are not intended to in any way create any contractual obligations with respect to your employment. New or revised policies that have substantive change must be posted on WHOI Headlines.

If you wish to recommend a new or updated policy, please review the Policy Process and Review procedures and use the standardized template linked below. If you have question before or during the process, please contact the Policy Coordinator, Colin Reed, x3855 or at creed@whoi.edu.

Reason for the Policy

The creation of a policy and procedure for formulating Institution policies will provide direction and clarification for members of the WHOI community who wish to recommend a new or up-dated policy and for individuals involved in the writing of policies. This policy will heighten the general awareness of the entire WHOI community with regard to policy development and will establish consistency in policy management. Additionally, this policy will serve as a template in the development of all subsequent Institution policies.

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Policy Process and Review

Woods Hole Oceanographic Institution policies are owned by a responsible office under the authority of a responsible member of the Senior Administration.

If you are updating or creating a policy, please follow these procedures.

Once complete, your policy will be reviewed by the Senior Administration and, if approved, by Staff Council. If approved by Staff Council, the policy will be forwarded to the full list of the Policy Advisory Group (PAG) and uploaded to the Policy Index. New or revised policies that have substantive change must be posted on WHOI Headlines.

The Policy Index is housed under the authority of Human Resources. The Responsible Office (RO) is responsible for the creation and authority of the policy and must ensure that the policy is kept up-to-date and properly linked to the Policy Index. For questions, please contact the Policy Coordinator.