

Policy Development Procedures

Last Revised: 6/4/19

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Responsible Dept.: Institutional Effectiveness

Development and modification of College Policies and Departmental Policies is subject to Policy V-4: Policy on Policies. This document lays out specifics for policy development and approval.

Policy Development and Format

Concepts for new policies or policy modifications may be initiated by faculty, staff, students, or College groups. New College Policies or policy modifications must be developed by and sponsored by the Responsible Office with oversight in that area. Each policy must:

- Follow the format provided by the Policy Template
- Generally refrain from including procedures, and
- Be drafted in clear, concise language.

Review and Approval

See the Policy Approval Flow Chart for an overview of the policy approval process. ***Presidential or Local Board signature is required for any College or Departmental policy.***

Review and Approval - College Policies

All College Policies require central institutional approval, either by College Council or the Local Advisory Board, as appropriate, and signature by the President or Local Board.

The Responsible Official for the policy follows the process outlined below to obtain approval for the policy.

- Create a draft of the new or revised policy using the current policy template linked to Policy V-4 on the College Policy Website. Be sure to include a policy number.
- Present the draft to any divisions/departments directly responsible for implementing a substantive aspect of the policy.
 - Provide documentation that no changes were needed based on this review, or
 - Make any appropriate changes to the draft, or
 - Document any objections that are not reconciled
- Submit the draft policy to his/her Executive Team member

The Executive Team member will:

- Review the policy
- Make any necessary edits
- Submit the policy to the Chair of College Council by submitting an email to governance@viriniawestern.edu

The Chair of College Council will:

- Provide the draft to the members of College Council to review
- Add the review to the next College Council agenda
- Invite the Responsible Official to the College Council meeting

- If College Council approves the changes,
 - Provide the finalized document to the President or Local Advisory Board to approve/sign

Review and Approval – Departmental Policies

All Departmental Policies require approval by the appropriate Executive Team member and signature by the President.

The Responsible Official for the policy follows the process outlined below to obtain approval for the policy.

- Create a draft of the new or revised policy
- Present the draft to everyone within the department that will be responsible for implementing a substantive aspect of the policy.
 - Provide documentation that no changes were needed based on this review, or
 - Make any appropriate changes to the draft, or
 - Document any objections that are not reconciled
- Submit the draft policy to his/her Executive Team member

The Executive Team member will:

- Review the policy
- Make any necessary edits
- Approve the policy
- Notify College Council of the new policy/changes to existing policy
- Provide the finalized document to the President to sign

Forms and Procedures

Forms and procedures referred to in a policy must travel with a policy through the approval process. These forms and procedures will be included as subsidiary items on the policy website.

Unless policy revisions are also required, revisions to these associated forms and procedures may be made by the responsible office. These revisions do not require presidential signature, but flow through the President's Office to ensure that policy archives are maintained.

- The responsible office forwards to revised document to the President's Office.
- The President's Office maintains a copy of the revised document for central archiving purposes.
- The President's Office forwards the revised document to Web Admin to be updated on the policy website.

Notifications and Training

The President's Office will:

- Assign policy numbers
- Provide a Bulletin notice for all policy approvals
- Forward the policy and supporting documents to Web Admin for inclusion on the policy website
- Keep a copy of the signed policy on file

Web Admin will:

- Ensure that all links included in the policy and supporting documents are valid.
- Ensure that all referenced supporting documents are available
- Post the policy and any supporting documents to the policy website. Supporting documents may be housed in other locations as appropriate.

- Web Admin reserves the right to delete references to non-functional links and missing documentation.
- Notify the Responsible Official when the policy is available on the website.
- ***It is the responsibility of the Responsible Official to verify that the posted policy and supporting documents are correct.***

The Responsible Office will provide opportunities for training on the new policy or revisions, if deemed necessary or advisable. Trainings may be recommended to the Responsible Office by Executive Team members or College groups.

Review/Revision

All College and Departmental Policies will be reviewed every three years.

Each year, Web Admin will:

- Compile a list of policies with a “Last Reviewed” date of more than three years prior, based on the information on the policy website.
- Forward this list to the Institutional Effectiveness Office

The Institutional Effectiveness Office will:

- Forward the policies to the appropriate Responsible Official or Responsible Office
- Monitor the process to ensure that policies are updated.

The Responsible Office will review the policy and determine whether the policy is still needed, whether modifications are necessary, or whether the policy is appropriate in its current form.

- Policy is no longer needed: The Responsible Office will send the proposed policy retirement through the approval process described previously.
 - After the President approves the retirement of the policy, the President’s Office will notify Web Admin to remove the policy from the website.
- Modifications are necessary: The Responsible Office will prepare a modified policy and send it through the approval process described previously.
 - After the final approval of the modified policy, the President’s Office will notify Web Admin to post the new version.
- The policy is appropriate in its current form: The Responsible Office will notify the Institutional Effectiveness Office.
 - The Institutional Effectiveness Office will send a list of such policies to Web Admin
 - Web Admin will update the “Last Reviewed” date for the policy on the website.

The Responsible Office will also review policies within its area when there are changes in applicable law or state policies that might affect provisions of a policy.

Archiving/Prior Versions

The President’s Office will maintain an archive with copies of all current policies, previous versions of policies, and retired policies.