

Procedure for Policies

The purpose of this document is to provide procedures for policy development at Virginia Western Community College.

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This procedure is maintained by the Institutional Effectiveness Office and all inquiries regarding this procedure should be directed to the Associate Vice President of Institutional Effectiveness (AVP-IE) via email at ie@viriniawestern.edu

I. New Policy Development

1. Policy need identified by any college staff, faculty, or administrative unit.
2. Policy proposal submitted to designated Executive Team Member in accordance with the [Policy Dissemination Chart](#).
 - a. Proposal must be submitted in a Word document.
3. Executive Team member reviews the new policy and either:
 - a. Moves policy proposed forward to the appropriate Shared Governance Area
 - i. Shared Governance area reviews the policy proposal and either
 1. Approves policy proposal and the proposal moves forward to College Council
 2. Rejects the policy proposal and the proposal returns to originator via the Executive Team member. This rejection follows 3.b.
 - b. Rejects policy proposal and provides feedback
 - i. The policy proposal can be revised and resubmitted twice
 - ii. If policy proposal is rejected twice the policy proposal dies and cannot be resubmitted for one calendar year from the date of last submission.
4. Executive Team member submits policy proposal to the College Council Chair one week prior to when College Council meets (refer to Shared Governance Calendar).
5. Policy (or a link to) will be sent out to College Council via email to review prior to the College Council Meeting.
6. At College Council, the Executive Team member will present the policy to College Council.
 - a. However, they can invite other College community members to present the policy when applicable.
7. Once approved, then the policy follows the "Policy Approval" section of the procedures.

II. Revision of Existing Policy

1. A policy revision typically occurs either by:
 - a. Institutional Effectiveness Office (IEO) sends notification to the Executive Team member that the policy needs to be reviewed or revised in August for that academic year
 - b. A college staff, faculty or administrative unit feels that the policy needs to be revised
2. Any college staff, faculty or administrative unit can request the most recent version of the policy from the President's Office
 - a. President's Office provides the most recent version of the policy to the individual and copies the IEO via ie@virginiawestern.edu
3. A **redline** version of the policy is submitted to the appropriate Executive Team member following the [Policy Dissemination Chart](#).
 - a. Must be submitted in a Word document.
4. Executive Team member reviews the policy and either:
 - a. Moves policy forward to the appropriate Shared Governance Area
 - i. Shared Governance area reviews the policy and either:
 1. Approves policy and the policy moves forward to College Council
 2. Rejects the policy and the policy returns to originator via the Executive Team member. This rejection then follows 4.b.
 - b. Rejects policy and provides feedback
 - i. The policy can be revised and resubmitted twice
 - ii. If policy is rejected twice the policy revision dies and cannot be resubmitted for one calendar year from the date of last submission.
 - b. Rejects policy and provides feedback
5. After appropriate Shared Governance Group approves the policy revisions, the Executive Team member submits the **redline** version of the revised policy to the College Council Chair one week prior to when College Council meets (refer to Shared Governance Calendar).
 - a. **Do not** submit policy to Webadmin or the President's Office.
6. Policy (or a link to) will be sent out to College Council via email to review prior to the College Council Meeting.
7. At College Council, the Executive Team member will present the policy to College Council.
 - a. However, they can invite other College community members to present the policy when applicable
8. Once approved, then the policy follows the "Policy Approval" section of the procedures.

III. Policy Edits

Policy changes that are deemed edits may include:

- 1. Title Changes**
 - 2. Federal or state law changes**
 - 3. VCCS policy changes**
 - 4. Other items as deemed by the College Council Chair**
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1. Any college staff, faculty, or administrative unit can request an edit to be made to policy.
 - a. President's Office provides the most recent version of the policy to the individual and copies the IEO via ie@viriniawestern.edu.
2. A **redline** version of the policy is submitted to the appropriate Executive Team member following the [Policy Dissemination Chart](#).
 - a. Must be submitted in a Word document.
3. The Executive Team member submits the **redline** version of the revised policy and a brief description of the changes to the College Council Chair.
 - a. **Do not** submit policy to Webadmin or the President's Office.
4. College Council Chair determines if the edits belong on the consent agenda or discussion agenda.
 - a. If it is determined that the policy will be added to the consent agenda items also known as Policy Edits section of the agenda then:
 - i. The College Council Chair sends via email the **redline** version, **Final** version of the revised policy, and a brief description of the revision to the President's Office and Webadmin.
 - ii. Webadmin updates the policy online and notifies the College Council Chair and the President's Office when the update to the website has occurred and includes a **link** to the updated policy in the email.
 - b. Policy (or a link to) will be sent out by the College Council Chair to College Council via email to review prior to the College Council Meeting.
 - c. At the meeting, the Chair opens the floor for any consent agenda items to be discussed.
 - d. Chair closes discussion of consent agenda items and calls for a vote.
 - e. If policies have not been provided to President's Office or Webadmin previously then they will be provided following the Policy Approval section.

IV. Policy Approval

1. College Council votes in favor of the policy.
2. College Council Chair creates **Final** version of the policy.
3. College Council Chair provides via email the **Redline** and **Final** versions of the policy to the President's Office.
4. President's Office gets a wet signature from the President to create the Signed Final and scans the document to create a PDF.
5. President's Office emails the Signed Final, **Final**, and **Redline** versions to Webadmin and copies the IEO via ie@virginiawestern.edu.
 - a. **Final** version and **Redline** version must be submitted in Word documents.
 - b. **Signed Final version will be submitted in PDF format.**
6. IEO updates Policy Monitoring files.
7. President's Office Updates the Policy Folder on the Shared Drive.
8. Policy Approval process can take up to a week depending on the availability of the President. If a policy needs to be expediated the Executive Team member needs to provide written justification for why the policy needs to be updated immediately.

V. Policy Not Approved

In the event that a policy is not approved by College Council then the following actions occur:

1. College Council Chair notifies Executive Team member via email and provides any feedback from the College Council.
2. Executive Team member notifies the Originator of the policy that the policy was not approved
3. The Originator of the policy revises the policy and submits a **Redline** version of the policy to the appropriate Executive Team member.
4. Executive Team member reviews the policy and either:
 - a. Moves policy forward to the appropriate Shared Governance Area
 - i. Shared Governance area reviews the policy and either:
 1. Approves policy and the policy moves forward to College Council
 2. Rejects the policy and the policy returns to Originator via the Executive Team member. This rejection then follows 4.b.
 - b. Rejects policy and provides feedback
 - i. The policy can be revised and resubmitted twice
 - ii. If policy is rejected twice the policy revision dies and cannot be resubmitted for one calendar year from the date of last submission.
5. The President's Office and Webadmin are **not** to be contacted regarding policies that are not approved.

VI. Policy Retirement

1. College Council votes to retire policy.
2. Chair notifies Webadmin and the President's Office of the policy's retirement.
3. Webadmin moves policies to the Retired Policy section of the Policy section.
 - a. <https://www.viriniawestern.edu/about/legal-and-policies/policies/retired-policies/>
4. Webadmin updated policy to state in bold letters above the Policy Number.
 - a. Policy has been retired and is no longer applicable to Virginia Western.
 - b. Webadmin changes date of Last Reviewed to the current date and beside it puts "Retired"
 - c. Webadmin makes sure the policy no longer goes to the active policy pages, the breadcrumb should read:
About Virginia Western >Legal & Policies> College Policies> Retired Policies Archive> Policy Name
5. Webadmin notifies via email the Chair that the changes have been made.
6. President's Office
 - a. Changes the date of reviewed on the policy to the current date
 - b. Makes a note across the top of the policies in RED that the policy has been retired.
 - c. Moves policy in shared drive to a folder that is called "Retired Policies"
 - d. Removes Policy from hard copy policy file.
 - e. Notifies the Chair when this has been completed.

VII. Notification to College Community

1. After the policy has been approved by College Council and when applicable the signature of the President obtained, the College Council chair will submit a notification to the overseers of the Employee and Student Bulletin respectively.
 - a. Sample format
 - a. an announcement to the Student and Faculty/Staff Bulletin using the template below:

Message from the College Council

*The College Council held its [Insert Month] meeting on [insert date of meeting].
During this meeting, the College Council took the following actions:*

Approved Policies

(Insert Policies)

<i>Name of Policy</i>	<i>Link to Policy on Website</i>
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Approved Policy Edits

(Insert Policies)

<i>Name of Policy</i>	<i>Description of Edit</i>	<i>Link to Policy on Website</i>
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Retired Policies

(Insert Policies)

<i>Name of Policy</i>	<i>Reason for Retirement</i>	<i>Link to Policy on Website</i>
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For all college policies, please visit the College Policy website at:

<https://www.virginiawestern.edu/about/legal-and-policies/policies/>

Respectfully submitted,

[Insert name of chair], Chair

2. At In Service, policy updates will be presented during the full time and part time faculty meetings.
3. At Senate meetings, the Chair or President of that respective Senate will present the policy actions.

VIII. Policy Dissemination Chart

Policy Category	Executive Team Member	Shared Governance Areas
Academic-Student	Vice President of Academic and Workforce Solutions	Academic Success
Academic-Dual Enrollment	Vice President of Academic and Workforce Solutions	Academic Success
Academic-Faculty	Vice President of Academic and Workforce Solutions	Academic Success
Academic-Curriculum	Vice President of Academic and Workforce Solutions	Curriculum
Academic-General Education Assessment	Associate Vice President of Institutional Effectiveness and/or Vice President of Academic and Workforce Solutions	Assessment
Academic-Online Learning	Vice President of Academic and Workforce Solutions	Academic Success
Student Affairs- General Student Policies	Vice President of Student Affairs	College Access
Student Affairs-Student Conduct	Vice President of Student Affairs	College Access
Human Resources	Associate Vice President of Human Resources	Resources
Institutional Advancement	Vice President of Institutional Advancement	Resources
Finance and Administrative Services	Vice President of Finance	Resources
General Policies	Associate Vice President of Institutional Effectiveness	Resources *
Workforce	Vice President of Academic and Workforce Solutions	Academic Success
Other Policies	Associate Vice President of Institutional Effectiveness	*AVP of IE will determine the most appropriate Executive team member and shared governance group for policy