

Virginia State University
Policies Manual

Title: Formulation of University Policy

Policy: 1005

Purpose

This policy defines the process for developing, reviewing, approving, and maintaining all University policies. University policies must be made available to the University community to promote practicality, compliance, and accountability.

Authority, Responsibility, and Duties

The office that develops and administers a particular policy will be accountable for the accuracy of its subject matter, its issuance, and timely updates.

Definitions

Board of Visitors Policy

Policy that is reviewed and approved by the Board of Visitors and falls into four categories, namely:

1. Policy that is designated by the General Assembly, Executive Branch or some other governmental entity as an item that must have the approval of the Board of Visitors;
2. Policy that ensures basic rights and obligations to constituencies within the University that include, but are not limited to, faculty, employees, and students;
3. Policy required by applicable laws, rules and regulations;
4. Policy governing acceptance and assistance of students, financial management, fund raising activities, and academic matters; and
5. Policy generated directly by the Board of Visitors.

University Policy

Policy that applies broadly throughout the University and pertains to more than one division of the University.

University policy requires the President's review and approval and falls into three categories, namely:

1. Policy that enhances the University's mission, reduces institutional risk and/or promotes operational efficiency;
2. Policy that ensures compliance with applicable laws, rules and regulations; and
3. Policy that has broad application throughout the University.

Policy Statement

A unit head may use policy-making as a tool for establishing requirements of the University community that relate to his or her area. In this way, University policies connect the University's mission to individual conduct, clarify institutional expectations, support compliance with laws and regulation, mitigate institutional risk, and enhance productivity and efficiency in the University's operations.

Virginia State University has established a standard policy document and review process to achieve consistency, appropriateness, and ease of understanding of, ease of access to, and compliance with University policies. The University charges the department units with the responsibility to manage this standard document and process and related systems, and to assist others to engage them effectively.

Policy Format and Template

This template is designed to lend structure to and provide a framework for policy information and ensure consistency from one policy document to another. It contains major sections representing required information in every policy document. When building your policy in this template, please keep the text formatting as simple as possible, using a standard outline format. All headers should be Ariel eleven except for the policy title and number should be Ariel twelve. The body of the policy is at Times New Roman eleven. Do not change fonts, or apply any special formatting to the text. Do not insert extra paragraph spaces between paragraphs (Attachment A).

All policies should have the following items:

1. Purpose
Subject of the policy and a brief description of what it is trying to accomplish
2. Authority
Basis for the University's authority or responsibility to make this policy (state or federal statute, state or federal regulation, board directive, inherent power, etc.)
3. Definitions
Words that might be confusing, have different possible meanings or are being used in a specific way
4. Policy Statement
Each policy statement presents the intent and applicability of the policy, as well as mandated actions and constraints
5. Reference
Any applicable policies, appendices, and links that relate to the policy and help to implement the policy

Policy Reviewing Cycle

All identified core University policies should be reviewed every three years. The Special Assistant to the President will recommend a schedule for the reviews for consideration by the Vice Presidents' Council. Once approved, any amendments to this schedule will need to be considered and approved by the Vice Presidents' Council.

The President may at any time initiate a review outside of the normal schedule.

Reviewing and Approving a Policy

To be established as a campus policy, it must be approved by the delegated authority (ies) following appropriate consultation. Because of the importance of shared governance, the review of a policy or procedure is generally iterative and includes a variety of members of the campus community. The extensiveness of consultation is derived from the impact of the new policy or the significance of a change in a proposed revision. A summary of the process and simplified as 1) the standard review policy guidelines; and 2) the Academic Affairs review policy guidelines are provided below.

1. Standard Policy Review Guidelines
This process articulates the criteria that guides all Vice Presidents' Council units with exception of the Academic Affairs on policy development. This insures that policies are approved and reviewed consistently.

The seven stages are as followed:

Stage 1: Policy Owner drafts the proposed University policy and send policy to the division policy manager.

Stage 2: First official draft policy review by the appropriate Vice President and Direct Reports. All comments will be forwarded to the Division policy manager. *(Allow two weeks for reviewing.)*

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- Stage 3: The division policy manager will forward all comments to the policy owner. The first draft policy will be revised and second draft policy will be reissued to the division policy manager. (*Allow one week for revisions.*)
- Stage 4: The second draft policy will be reviewed by the Vice Presidents' Council and University Legal Counsel. All comments will be forwarded to the division policy manager. (*Allow two weeks for reviewing.*)
- Stage 5: Policy owner will revise policy and send the final copy back to the division policy manager. The Division policy manager will assign a policy number and send final copy to the President's Policy Designee. The policy manager will be required to submit documentation of changes along with the revised policy.
- Stage 6: The President's Policy Designee will review the policy for appropriate changes and present it at the Vice Presidents' Council Meeting where the Council will make a recommendation to the President, who will either, where appropriate, forward to the Board for consideration or sign and approve the policy.
- Stage 7: Upon approval by the President, the President's Policy Designee will return document to appropriate policy manager. If not approved, the President's Policy Designee will return the policy with an explanation to the policy manager. The policy manager will distribute approved copies to webmaster for the website, the President's Office, University Legal Counsel, President's Policy Designee, and Chief Audit Executive.
- Stage 8: The webmaster will notify the policy manager and the President's Policy Designee when the policy is posted on the website. The policy owner will send a campus wide notification to include the location of the policy on the website.
2. Academic Affairs Policy Review Guidelines
- Updating and amending academic policies must be part of the continuous improvement process at VSU. The creation and revision of such policies should reflect the University community as they work together towards implementing the mission, principles and goals of VSU.
- Proposals for academic policies can originate from faculty, students, administration, or as required by law.
1. The policy is forwarded to the Faculty Senate Chair who will assign it to the appropriate committee with the understanding that it must be acted upon within 30 days.
 2. Policy/regulation is forwarded to the Vice President for Academic Affairs (VPAA) who then forwards policy/regulation to the Vice Presidents' Council for review and recommendation to the President.
 3. Upon the Vice Presidents' Council recommendation for approval, the VPAA will forward the policy to the University Legal Counsel for final review.
 4. Upon endorsement of the University Legal Counsel, the VPAA will forward the policy to the President's designee. The President's designee will forward the policy to the President for submission to the Board or where appropriate for signature.
 5. The Office of VPAA will notify University Committee of final disposition of policy/regulation. Regulations will be effective 30 days after Board or President approval. Policies will be effective immediately after Board or President approval.
 6. Office of VPAA will be tasked with the dissemination of the policy and distribution to stakeholders.

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Board of Visitors policies may follow the same review process as the Standard Review and the Academic Affairs Review Policy Guidelines. Once recommended to the President, the President or his Policy Designee will present the policy to the Board for its consideration.

The Full Board will either approve or disapprove of the policy. The Full Board will consider any future action required on disapproved policies. For any approved policies, the Rector and Secretary of the Board will execute any associated resolutions regarding the policy.

Policy Maintenance

The University units will assist in monitoring their policies for periodic reviews by the policy owner. The department unit's amendments may also occur whenever other external drivers influence the need for updates. These factors may include changes in federal and state law. The maintenance process is initiated by using the Finance Policy Maintenance Certification Form (Attachment B) designed to assist policy owners during this review process.

Policy Retirement

In some special circumstances within the University, a department unit may deem it appropriate to retire an existing policy or consolidate with another policy. The retirement process is initiated by the policy owner by using the Policy Removal Request Form (Attachment C). The responsible office must issue an announcement of a withdrawn policy to the University Community.

References

§ 23.1-1301 of the *Code of Virginia* entitled "Governing boards; powers."
<https://law.lis.virginia.gov/vacode/title23.1/chapter13/section23.1-1301/>

§ 23.1-1303(B)(2) – (B)(7) of the *Code of Virginia* entitled "Governing boards; duties."
<https://law.lis.virginia.gov/vacode/title23.1/chapter13/section23.1-1303/>

Bylaws of the Board of Visitors, Article III (Committees). <http://www.vsu.edu/files/docs/bov/board-membership/vsu-bylaws.pdf>

Approved By:


Harry Black
Rector, Board of Visitors


Thursa Crittenden
Secretary, Board of Visitors

Date: 1.19.18

Date: 1.19.18

1.9.18

Revision Date:

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