

Policy Development and Adoption Procedures

Issued by: Patrick J. Schloss, President

Effective Date:

<p><u>PURPOSE</u></p>	<p>The purpose of this document is to outline the procedure by which a document becomes University-wide policy.</p> <p>The purpose of this policy is to ensure that the process of policy development for University-wide policies (herein "University Policies"), as well as the form and dissemination of policies, meet University standards for consistency, compliance with laws and regulations, accessibility and understandability. Specifically, this policy guide defines the ultimate steps by which policies are developed and adopted at Valdosta State University ("VSU"). All Valdosta State University policies, insofar as practical, shall be set forth in writing and codified on a Web page linked to the university Web site.</p>
<p><u>DEFINITION OF A UNIVERSITY POLICY</u></p>	<p>A policy is defined as a <u>long-term</u> commitment by university administration to an activity or practice.</p>
<p><u>DEFINITION AND RELATION OF LOCAL POLICY</u></p>	<p>Divisions within the university are encouraged to develop their own procedures when consistent with applicable university policies.</p> <p>These procedures may be proposed as university policy if they impact the broader university community. Local policies are always superseded by university policy.</p>
<p><u>FORMAL DESCRIPTION</u></p>	<p>The format shall be determined by the Office of the President and shall follow the format used for the issuance number. All policies shall be issued on the basis of a prescribed format and procedure, outlined herein. Each policy will be numbered according to division classification and content sub classification.</p>
<p><u>PROCEDURE FOR PROPOSING A POLICY</u></p>	<p>With the exception of an emergency or interim policy, policies are created and revised as indicated by the President and/or the Vice Presidents working through campus governance bodies. However, a request for a new or revised policy may come to a governing body from any employee within the university. Students may propose policy if their proposal is first endorsed by the Student Government Association. Any proposer of policy is encouraged to consult as early in the process as possible with the Vice President expected to issue the policy. The Vice President will request that the proposed policy be heard by the appropriate groups.</p> <p>All draft policies must be accompanied with a routing form; indicating action at each level of the approval process.</p>

<p><u>PROCEDURE FOR PROPOSING A POLICY (CONT.)</u></p>	<p>Once routed through all target governing bodies, the draft policy may be issued, revised or rejected by the appropriate Vice President or President.</p> <p>While each group has developed their own rules for procedures on sharing information, this policy advocates: 1) transparency of actions and consistency with applicable Georgia law; 2) Multiple readings before action is taken; 3) Democratic review and opportunity for input; and 4) the keeping of Minutes.</p>
<p><u>RESPONSIBILITY OF VP REGARDING ENDORSEMENT OF POLICIES</u></p>	<p>Upon the last constituent group’s review, the corresponding Vice President will have up to 60 days to make a decision to either approve or not approve the policy.</p> <p>Anytime a policy is issued against the endorsement of the required body, the Vice President must return the policy to that body and explain why the policy was issued. If the policy was endorsed by the required body but failed to be endorsed by Cabinet, the Vice President must return the policy to that body and explain why the policy was denied. The Vice President must make a request to address the appropriate constituent group(s) within 60 days of deciding to ‘Not Approve’ the policy.</p>
<p><u>EMERGENCY OR INTERIM POLICIES</u></p>	<p>Presidential and/or Vice-Presidential prerogatives to issue policies before appropriate review as provided for in this document, will be exercised only in special circumstances including but not limited to: the health and welfare of the university community; and legal mandates; advice of legal counsel; university liability; or contractual issues. Interim policies may be adopted in consultation with the Cabinet and the appropriate governance groups.</p> <p>These interim polices will “sunset” one calendar year following issuance unless processed for approval as a university-wide policy.</p>
<p><u>RELATIONSHIP TO BOARD OF REGENTS AND ULTIMATE AUTHORITY OF THE BOARD OF REGENTS</u></p>	<p>Board of Regents policy automatically becomes Valdosta State University policy. Vice Presidents will review with the Cabinet all new or amended policies for the Board of Regents from their respective divisions. When appropriate, they will be included in the Valdosta State University Policy Manual.</p> <p>VSU must comply with applicable Board of Regents policies. Conflicts between VSU and the Board of Regents shall be resolved in deference to Board of Regents policy.</p>
<p><u>COMMUNICATION OF POLICIES</u></p>	<p>The Communications Unit will be responsible for posting policies to the university’s policy index and publishing the policy on the web. The Office of the President will annually verify that the policy index contains only those policies currently in force. In addition, the Office of the President and the University Library will have on file one complete current set of policies in paper copy.</p>

<p><u>POLICIES IMPACTING MULTIPLE DIVISIONS</u></p>	<p>The development and approval process for campus policies will vary depending on the President or Vice Presidents expected to issue the policy. Policies involving multiple divisions shall be vetted through the most closely impacted division. It is desirable for policy proposers to obtain endorsements from relevant groups outside of the prescribed list who have expertise in the policy content or who will be responsible for policy implementation upon approval. (See Table of Action below.)</p>						
<p><u>ACTIONS OF CONSTITUENT GROUPS DEFINED</u></p>	<p>Actions of constituent groups are outlined below in the Table of Action and defined as follows:</p> <p>Review and advise (with advice or without advice) – Information was shared with the group, the group has the option to provide comments (“with advice”) or not provide comments (“without advice”) to accompany the document as it moves forward.</p> <p>Information Item and comment – The proposed policy may be shared as an informational item (but not required) with the group, the group has the option to provide comments (when applicable, but not required).</p> <p>Endorse/Not Endorse – Indicates whether the proposed policy was endorsed or not endorsed by the group. Each group will decide how to procedurally reach an “endorse” or “not endorse” conclusion within their existing by-laws.</p> <p>Approve – Indicates approval of a policy (available only to the President and Vice Presidents).</p> <p>Documentation of action must be shown on the appropriate Routing Form (see attached).</p>						
<p><u>NUMBERING OF POLICIES</u></p>	<p>Policies will be numbered using four digits. Each division will have 99 numbers. The first digit indicates the division. The third and fourth digits indicate the policy number. The digits after the period indicate a revision to the policy. The highest number for a policy indicates that the policy is most recent and supersedes any previous versions of the policy. For example, Policy #1001.1 indicates policy 1, version 1 (no revisions) in the Office of the President.</p> <table data-bbox="451 1577 1409 1667"> <tr> <td>President (1000.00-1099.99)</td> <td>Academic Affairs (2000.00-2099.99)</td> </tr> <tr> <td>Finance and Administration (3000.00-3099.99)</td> <td>Student Affairs (4000.00-4099.99)</td> </tr> <tr> <td>University Advancement (5000.00-5099.99)</td> <td></td> </tr> </table>	President (1000.00-1099.99)	Academic Affairs (2000.00-2099.99)	Finance and Administration (3000.00-3099.99)	Student Affairs (4000.00-4099.99)	University Advancement (5000.00-5099.99)	
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<p><u>EXISTING AUTHORITY</u></p>	<p>This policy recognizes the authority of each group on campus and does not usurp existing statutes, except in an emergency or conflict with applicable laws & Board of Regents policies (as outlined in "Emergency or Interim Policies").</p>						

TABLE OF ACTION

Constituent Group	President	Provost and Academic Affairs	Finance and Administration	Student Affairs	University Advancement
University Council (First Reading)	With Advice/ Without Advice	With Advice/ Without Advice	With Advice/ Without Advice	With Advice/ Without Advice	With Advice/ Without Advice
Council on Staff Affairs	Information Item	Information Item	Endorse/ Not Endorse	Information Item	Information Item
Deans' Council	Information Item	Endorse/ Not Endorse	Information Item	Information Item	Information Item
Student Government Association	Information Item	Information Item	Information Item	Endorse/ Not Endorse	Information Item
Cabinet	Endorse/ Not Endorse	Endorse/ Not Endorse	Endorse/ Not Endorse	Endorse/ Not Endorse	Endorse/ Not Endorse
Faculty Senate (Last Review)	Information Item	Endorse/ Not Endorse	Endorse/ Not Endorse	Endorse/ Not Endorse	Information Item
President or Vice President	Approve	Approve	Approve	Approve	Approve