

# Policy on Policies Committee

Draft Policy for Review and Consideration  
Revised July 2010

# Purpose and Charge

- Purpose: To ensure all Valdosta State University policies are in writing and codified on VSU's website.
- Charge: The Policy on Policies Committee, comprised of broad-based representation, will develop the vetting and approval process for university-wide policies.
  - Committee will draft a policy on policies
  - Using the procedures developed by the committee, the policy will utilize a Policy Routing Form to adopt the policy and any subsequent university-wide policies.

# Committee Members

REPRESENTING		NAME	EMAIL
1	Cabinet	Kristina M. Cragg (Chair)	kmcragg
2	Council on Staff Affairs	Richard Hammond	rhammon
3	Deans' Council	George Gaumond	ggaumond
4	Legal Affairs	Laverne Gaskins	lgaskin
5	Human Resources	Denise Bogart	dbogart
6	Faculty Senate - Committee on Committees	Steve Kohn	sjkohn
7	Faculty Senate - Faculty Affairs Committee	Renee Hannibal	rrhannib
8	Faculty Senate - Faculty Grievance Committee	Theresa Thompson	tthompson
9	Faculty Senate - Institutional Planning Committee	Vesta Whisler	vrwhisler
10	Faculty Senate	Jay Rickman	bjrickma
11	Student Government Association	Danielle White	danwhite

# Guiding Principles

- Freedom for any member of the campus community to propose a policy
- Open meetings in which any member of the campus community can contribute to policy development
- Predictable policy formation process
- Effective cataloging and easy retrieval of active policies
- Compliance with all BOR policies
- Provision for issuing interim policies when time does not allow the full vetting process
- Requirement for policy issuers to reconcile their judgment when differences exist with constituent groups
- Balanced review and influence by equivalent individuals and groups

# Sections of Policy on Policies

- Purpose

- The purpose of this document is to outline the procedure by which a document becomes University-wide policy.
- 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.

# Sections of Policy on Policies

- Definition of a University Policy
  - A policy is defined as a long-term commitment by university administration to an activity or practice.
- Definition and Relation of Local Policy
  - Divisions within the university are encouraged to develop their own procedures when consistent with applicable university policies.
  - These procedures may be proposed as university policy if they impact the broader university community. Local policies are always superseded by university policy.

# Sections of Policy on Policies

- Formal description
  - 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.

# Sections of Policy on Policies

- Procedure for proposing a new policy
  - 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.
  - All draft policies must be accompanied with a routing form; indicating action at each level of the approval process.
  - Once routed through all target governing bodies, the draft policy may be issued, revised or rejected by the appropriate Vice President or President.
  - 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.

# Sections of Policy on Policies

- Responsibility of VP regarding endorsement of policies
  - 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.
  - 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.

# Sections of Policy on Policies

- Emergency or interim policies
  - 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.
  - These interim policies will “sunset” one calendar year following issuance unless processed for approval as a university-wide policy.

# Sections of Policy on Policies

- Relationship to Board of Regents and ultimate authority of the Board of Regents
  - 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.
  - 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.

# Sections of Policy on Policies

- Communication policies
  - 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.

# Sections of Policy on Policies

- Policies impacting multiple units
  - 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.

# Sections of Policy on Policies

- Actions of constituent groups defined
  - Actions of constituent groups are outlined below in the Table of Action and defined as follows:
    - 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.
    - 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).
    - 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.
    - Approve – Indicates approval of a policy (available only to the President and Vice Presidents).
  - Documentation of action must be shown on the appropriate Routing Form.

# Sections of Policy on Policies

- Numbering of policies
  - 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.

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)

# Sections of Policy on Policies

- Existing authority
  - 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").

# Sections of Policy on Policies

- Extant policies

- It is acknowledged that VSU has existing policies currently in place, which will remain in effect unless revised through the Policy on Policies process. Six collaborative sources exist for extant policies:
  1. Faculty Handbook
  2. Employee Handbook
  3. Student Handbook
  4. Undergraduate and Graduate Catalogs
  5. Board of Regents Policies
  6. VSU Statutes
- All passages meeting the definition in the policy on policies will be excerpted without substantive editing, numbered and inserted in the Policy Manual. This will occur only with the procedural review by the appropriate Vice President.

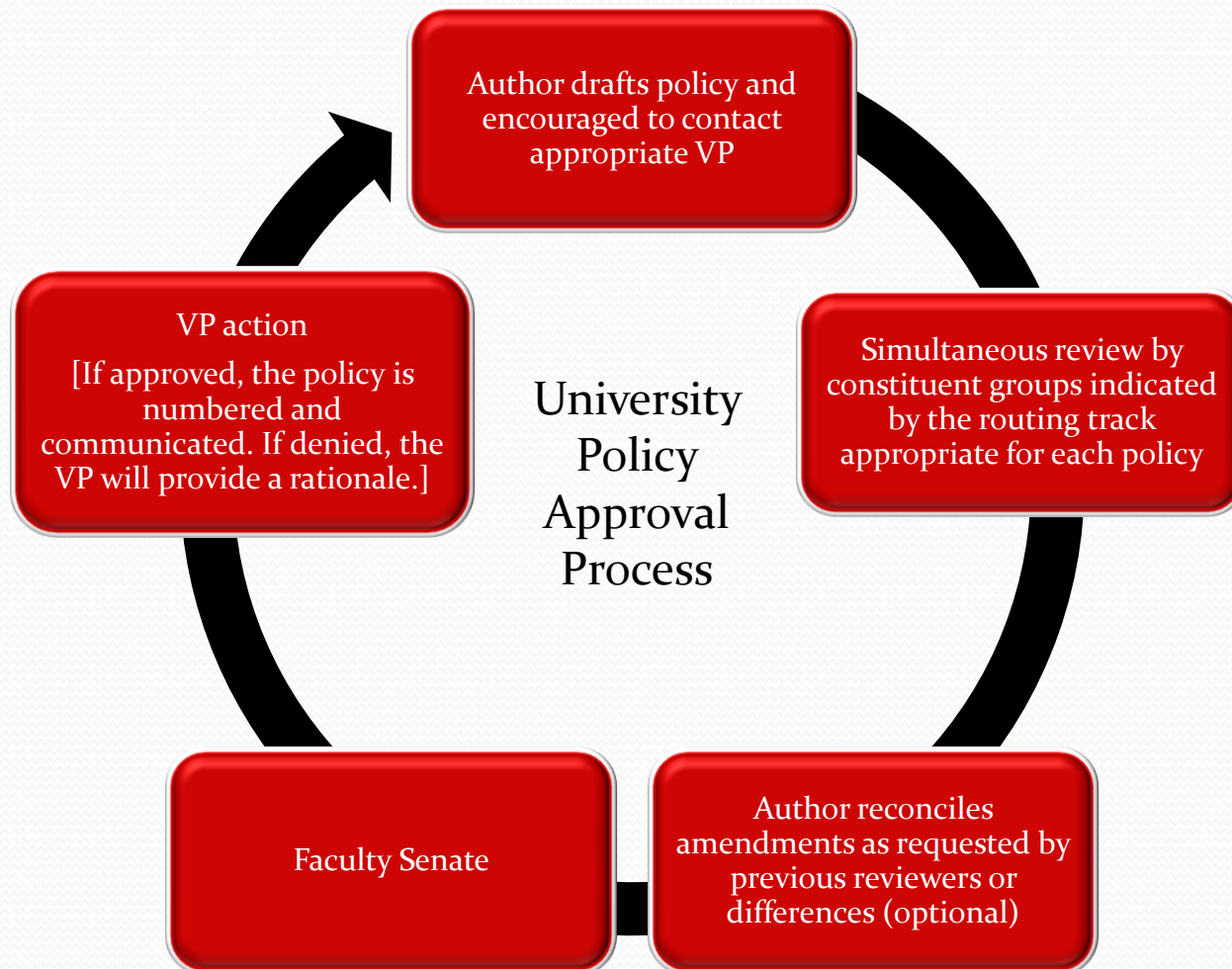
# Table of Action

## POLICY ON POLICIES ROUTING PROCESS

	<b>Constituent Group</b>	<b>President</b>	<b>Provost and Academic Affairs</b>	<b>Finance and Administration</b>	<b>Student Affairs</b>	<b>University Advancement</b>
<b>Simultaneous Review by Constituent Groups</b>	<b>Council on Staff Affairs</b>	Information Item	Information Item	Endorse/ Not Endorse	Information Item	Information Item
	<b>Deans' Council</b>	Information Item	Endorse/ Not Endorse	Information Item	Information Item	Information Item
	<b>Student Government Association</b>	Information Item	Information Item	Information Item	Endorse/ Not Endorse	Information Item
	<b>Cabinet</b>	Endorse/ Not Endorse	Endorse/ Not Endorse	Endorse/ Not Endorse	Endorse/ Not Endorse	Endorse/ Not Endorse
	<b>Faculty Senate</b>	Information Item	Endorse/ Not Endorse	Endorse/ Not Endorse	Endorse/ Not Endorse	Information Item
	<b>President or Vice President</b>	Approve	Approve	Approve	Approve	Approve



# Policy Process



# Policy Presentations

- The Policy on Policies is scheduled to be presented for discussion at:
  - Council on Staff Affairs (COSA) - February 10
    - UC Rose Room – 9am
  - Deans' Council – February 18
    - President's Board Room – 10am
  - Cabinet – February 12
    - Executive Dining Room – 10:30 am
  - Student Government Association (SGA) – TBA
  - Faculty Senate – February 19
    - UC Magnolia Room – 3:30pm

This presentation and the draft of the Policy  
on Policies is available on  
the Strategic Research & Analysis website:

[www.valdosta.edu/sra](http://www.valdosta.edu/sra)

# Comments – Discussion – Questions

