

Appendix B

Policy Creation, Review and Approval Process

The following outlines the policy process beginning with a division/department assessment and ending with Presidential approval. These steps should be followed for both identification and drafting of new policies as well as amendments and updates to existing policies.

In limited situations, certain policies -- including those mandated by federal or state statute, or the College President or Board of Directors -- may be "fast-tracked." A fast-tracked policy may not necessarily follow the above steps sequentially, but still requires adequate consultation with relevant College constituents and approval by the President.

Step 1: Division/Department Assessment and Audit

- Periodically review University-wide policies in your area of responsibility. Determine whether:
 - The policy is relevant, up to date, and currently in effect. If such is the determination, no additional steps are necessary.
 - The policy is relevant and necessary but needs to be updated or revised to better reflect actual Saint Vincent College policy or practice, or to comply with certain laws or regulations. If such is the determination, then:
 - In consultation with relevant campus constituents and the CPCC, make necessary revisions, being sure to use Word's tracking feature to track any changes to the policy as currently approved. (Keeping the changes in a tracking/redlined format enables CPCC and others to review them). Document reasons/justification for those changes.
 - Recommend that the policy be approved in its revised form.
 - The policy is no longer relevant or in effect. If such is the determination, then formally recommend that the policy be removed from the College Policy Library and be archived.
- Identify any gaps or problems areas within your department that you feel or know should have the support of a college policy.
 - In consultation with relevant campus constituents draft a new policy that addresses the gap. Put the policy into the policy template and briefly note reasons that the policy is necessary.
 - Recommend that the policy be approved and added to the College Policy Library.

Step 2: Initial CPCC Review

CPCC reviews the Division/Department's policy determinations and offers recommendations regarding campus stakeholders/constituents who should be consulted in reviewing an existing division/department policy or in development of a new policy.

Step 3: Division/Department Consultation

Division/department consults with relevant campus stakeholders/constituents per Step 2 above.

Step 4: Present to CPCC

Upon completion of consultation/review as set forth in Step 3, division/department presents those policies and corresponding recommendations to the UPCC for final review. (For simple updates to an existing policy, the multiple layers of CPCC review – i.e., Step 2 and Step 4, as presented here – may not be necessary.)

Step 5: Final CPCC Review

The CPCC will consider the submitted policies and incorporated feedback and affirms that the review process has been satisfactorily followed. The CPCC will recommend that the Division/Department submit the policies to the President for final disposition or recommendation for further action.

Step 6: Presidential Approval

The policy owner or VP for their unit under which the policy falls should present the CPCC-recommended policy to the President for approval. For the meeting with the President, the Office of Legal Counsel will provide a policy approval form for the President to sign. If the President so determines, the policy may also be shared with President's Cabinet.

Note that, for mere updates to the contact information in a policy, or non-substantive and technical updates to a policy, the President's approval is *not* required. However, the President should be notified of the update.

Step 7: Recording

Upon approval, the Division/Department must report back to the UPCC with the final/official approval authority and date. This information will be incorporated into the final policy template and the policy will be published by the Office of Legal Affairs.