POLICY TITLE | Policy on Policies
---|---
No. 101 | 
Effective Date | August 21, 2018

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1. STATEMENT OF POLICY

This policy addresses the process for developing, issuing, and maintaining all Westminster College-level, administrative policies and implementing procedures; and applies to all college departments, faculty, staff, and students.

The purpose of this policy is to ensure that the College community has ready access to well-developed and understandable College policies. Policies that are easy to find, read, and understand will:

A. Support the College’s mission.
B. Achieve accountability by identifying the administrator responsible for a policy.
C. Provide faculty, staff, and students with clear, concise guidelines.
D. Provide transparency and document how the College conducts business.
College policies will be:

A. Presented in a common format.
B. Formally approved by the authorized body.
C. Maintained centrally and accessible to all interested parties.
D. Linked electronically to procedures for implementing the policy.
E. Kept current within the framework of an organized system of change control.

Policies will be clearly distinguished from related procedures according to the definitions in Section 3 below. Individuals who are responsible for writing, updating, and distributing College-wide policies must comply with this policy. Departmental policies that apply to the operations of individual units or departments may not conflict with College-wide policy, but may be more restrictive.

2. TO WHOM THIS POLICY APPLIES

This policy applies to all faculty, staff, and students of the Westminster College community.

3. DEFINITIONS

A. Academic Policies: Academic policies are policies which directly affect the teaching and learning mission of the College. Academic policies are governed through faculty affairs and posted in the faculty handbook.

B. Administrative Policies: Administrative policies are non-academic policies governing the operations of the College.

C. Departmental Policies: Departmental policies apply to the operations of individual units or departments only and are not subject to this policy

D. Employee: All faculty and staff who are employed by the College.

E. Faculty: Full-time, part-time, and adjunct faculty and instructors of the College.

F. Policy: A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the College community in the conduct of College affairs. A College policy:

- is a governing principle that mandates or constrains action,
- has institution-wide application,
- changes infrequently and sets a course for the foreseeable future,
- helps insure compliance with applicable laws and regulations,
- reduces institutional risk, and
- is approved by the policy governance committee.
G. Director of Policy Development: The director of policy development chairs the policy working group and has ultimate responsibility for the research and development of College policy documents. The director audits policy implementation and initiates policy updates and changes as appropriate.

H. Policy Initiator: The policy initiator is any faculty, staff member, or student who identifies a College-level issue and develops a policy proposal.

I. Policy Governance Committee: The policy governance committee is the committee responsible to approve all College-wide policies.

J. Policy Working Group: The policy working group is the group of College employees who perform an advisory role in the research and development of College policy documents. Members of the working group will have a role and level of expertise necessary to contribute to meaningful policy development and are selected by the director of policy development from representative departments across campus.

K. Procedure: A procedure is a guideline or series of interrelated steps taken to help administer or implement the policy. College procedures:
   - should identify and link to the applicable College policy,
   - should be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed, and
   - should be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy.

L. Responsible Administrator: The responsible administrator is the appropriate cabinet member whose jurisdiction covers the subject matter of the policy and who is responsible to implement and oversee the policy.

M. Staff: Full-time and part-time staff.

N. Stakeholder: Stakeholders are College community members who are affected by the College policy being developed.

O. Student: Students who are currently registered or enrolled for credit- or non-credit-bearing coursework.

P. Student Policies: Student policies are policies which directly affect student life at the College.

4. POLICY

A. Policy Development
   Any faculty, staff member, student, or the director of policy development may identify a College-level issue and develop a policy proposal. The policy initiator should develop the policy follow applicable procedures.

B. Policy Format
A standard policy format ensures clarity and consistency. Although not all policies will contain all of the format elements, College policies will be written and maintained following the format described below:

1. Header information: (mandatory element)
   a. College policy title
   b. Policy number
   c. Effective date

2. Statement of Policy: (mandatory element) Purpose of the policy and the statement of philosophy, position, rule, regulation, or direction.

3. Application: (mandatory element) Identification of parties governed by the policy.


5. Policy: (mandatory element) Description of the actual policy covering topics which include: prohibited conduct under the policy; duties assigned to responsible parties and other parties as necessary; other information specific to a particular policy subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.

6. Procedure: (mandatory element) Articulation of series of interrelated steps necessary to implement the policy. A policy may have multiple separate but related implementing procedures.

7. Responsible Administrator: (mandatory element) The administrator responsible to implement and oversee the policy.

8. Disciplinary Sanctions: (optional element) A statement of consequences for failure to comply with obligations under the policy.


10. History: (mandatory element) Initial effective date of policy and latest revision date, if applicable.

11. Signature, title, and date of approval: (mandatory element) Required for initial approvals and all subsequent reviews and updates.

NOTE: For College policies that predate this policy, the format described above is not applicable. As time permits, policies should be revised and written in the approved policy format.

C. Location of Policies
To ensure ready access to College policies, the College will maintain an official College policies web page with the most current approved version of all College policies, and with links to applicable procedures. The web page will be maintained by the College in a standard electronic format and will follow the structure described in Section 4(D) below. The documents on the College policies web page will constitute the official electronic depository for College-wide policies for the College.

To maintain an organized system of change control, and to ensure consistency throughout the College, individual departmental web sites should not contain separate copies or versions of College policies or applicable procedures. Instead, departmental web sites that reference College policies and procedures must use hyperlinks to the documents on the official College policies web page.

D. Structure and Organization of College Policies

The College policies web site will list all policies by name and category and will provide links to related procedures. Policies will be assigned to one or more of the following categories:

100 Governance and Organization, Ethics, and General Information
200 Financial Affairs and Development
300 Human Resources, Individual Rights, and Workplace Policies and Benefits
400 Facilities, Operations, and Information Services
500 Safety, Security, and Environmental Health
600 Student Affairs
700 Academics

5. APPLICABLE PROCEDURES UNDER THIS POLICY

A. Administrative Policy Development Procedures – Appendix A
B. Student Policy Development Procedures – Appendix B

6. RESPONSIBLE ADMINISTRATOR

General Counsel is responsible for enforcing the Policy on Policies and its related procedures on behalf of the College.
7. RELATED POLICIES

None

8. HISTORY

<table>
<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 29, 2016</td>
<td>Interim Policy Adopted</td>
<td>Policy Governance Committee</td>
</tr>
<tr>
<td>February 13, 2017</td>
<td>Final Policy Adopted</td>
<td>Policy Governance Committee</td>
</tr>
<tr>
<td>August 21, 2018</td>
<td>Policy Update</td>
<td>Policy Governance Committee</td>
</tr>
</tbody>
</table>

9. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: ____________________________________________

Bethami Dobkin, President