



**Miles College**  
**Policy and Procedure Library**

**1.1.1P**

**Volume 1, Policy Governance**

**Chapter 1, Policy, Procedure and Guidelines**

**Section 1, Policy on Policies**

**Approval Authority:** Board of Trustees/ President

**Responsible Executive:** President

**Responsible Office(s):** Office of Research, Outcomes, Assessment, and Institutional Effectiveness/ Academic Dean

**Effective:** 2/23/11

**Issued:** 2/23/11

**Last Revised:** 2/23/11

**Next Review Date:** 2/23/16

## Policy on Policies

### Policy Statement

Miles College, formally develops, approves, disseminates, implements, and maintains policies, as defined in this document, through a uniform process.

All members of the College community may be involved in developing, updating, recommending, and disseminating College policies and thus must adhere to the precepts set forth in this policy. This document defines a College policy, and also provides a format for the development, revision, approval, and dissemination of such policies. Additionally, it describes the responsibilities of the parties involved in the formulation and adoption of College policies.

This policy enables the College to make policy development and retrieval efficient and consistent. Further, a comprehensive document that outlines the development, revision, approval, dissemination, implementation, and maintenance of College policies allows for more consistent enforcement, greater accessibility, and timelier review. This process will enhance communication, organizational operations, compliance, and accountability.

Miles College policies will be guided by the following principles:

- Policies will
  - support the College's mission, values, initiatives, and strategic goals;
  - be designed to encourage students' success in achieving their goals while at the same time be intended to maintain the mission of a high quality educational experience;
  - align ownership with authority, responsibility, and accountability;
  - comply with applicable federal and state and local laws and procedures as well as accrediting standards; and
  - be consistent with other College policies; and
- The policy process will
  - be transparent;
  - honor shared governance by seeking participation from stakeholders;
  - have a mechanism for evaluation and improvement in a timely manner; and
  - minimize bureaucratic gridlock.

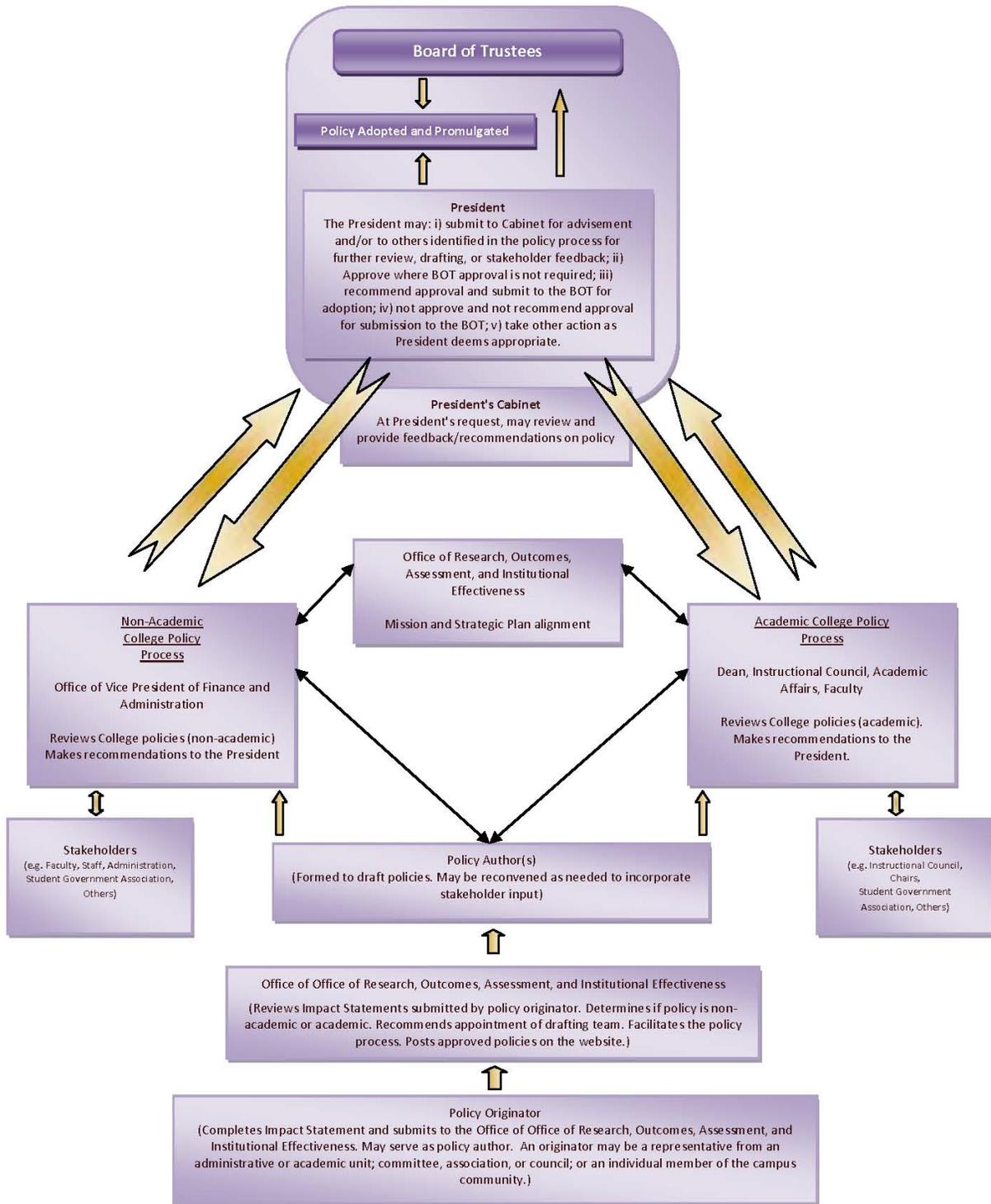
### Entities Affected by the Policy

Entire College community

### Policy Background

The implementation of a Policy on Policies enables the College to more effectively and efficiently manage its body of policies. While certain practices existed, no previous written policy concerning the formulation and adoption of policies existed.

Miles College Process Overview



## Policy Procedures

### POLICY ORIGINATING, VETTING AND APPROVAL PROCESS

Any recognized College unit or organization, or any individual sponsored by a recognized College unit or organization may identify the need for a new policy or the revision of an existing policy. Once the need for a new policy or the need to revise a current policy is identified, the following steps should be followed\*:

- 1) a. If the proposed issue is academic in nature, complete an Impact Statement and forward to the appropriate unit head then to the Academic Dean.
- b. If the proposed issue is non-academic in nature, complete an Impact Statement and forward to the appropriate unit head then to the Vice President of Finance and Administration.
- c. Whether the proposed issue is academic or non-academic, a complete Impact Statement must be also forwarded to the Office of Research, Outcomes, Assessment, and Institutional Effectiveness to review and facilitate policy channeling.

If there is uncertainty as to whether the issue is academic or non-academic, forward the Impact Statement to the Office of Research, Outcomes, Assessment, and Institutional Effectiveness. A draft of the policy or policy revision may be submitted with the Impact Statement.

2) First the respective unit heads, then the Vice President of Finance and Administration or the Academic Dean will review the Impact Statement and will work with the Policy Originator to make revisions as necessary to the Impact Statement.

3) The Vice President of Finance and Administration or the Academic Dean will identify those representative stakeholders who may be affected by the policy. When the policy at hand concerns an area that is primarily a faculty right and responsibility (e.g. promotion, tenure, appointment or dismissal of faculty, etc.), the Academic Dean and the Tenure Committee should work together to identify the policy originator, whose membership should consist of a faculty majority, as practical, plus any other necessary stakeholders.

4) The policy author will develop the draft policy in the template format. As part of the policy draft, policy authors should work to identify the Responsible Office, Responsible Executive and Interpreting Authority.

5) The policy author will submit the draft policy, as instructed, for appropriate review/vetting. The sequence of review, as outlined below, may vary:

- Policies will generally be reviewed using the two tracks below. If appropriate, a policy may be reviewed using both tracks. The Office of the Vice President of Finance and Administration and the Office of the Academic Dean are responsible for ensuring policies are reviewed through the appropriate track(s).

#### College Non-Academic Policies

- The Office of the Vice President of Finance and Administration reviews the College Non-Academic policy drafts, and may:

- i. determine if further drafting or stakeholder feedback is necessary;
- ii. make a recommendation to the President;
- iii. recommend that the Office of the Vice President of Finance and Administration reconvene the policy author to incorporate feedback from stakeholders, and then resubmit the draft for additional review.

- Once all recommendations are made and a final draft is ready, the Office of Vice President of Finance and Administration will submit the policy draft to the Office of Research, Outcomes, Assessment, and Institutional Effectiveness for College mission and strategic planning alignment, then the President.

#### College Academic Policies

- The Instructional Council reviews policy drafts that affect curriculum, academic programs, or academic requirements for students and makes recommendations. Prior to making a recommendation, the Instructional

Council may determine that further drafting or stakeholder feedback is necessary. The Academic Dean will reconvene the policy author to consider feedback from the Instructional Council.

and/or

- The Instructional Council reviews policy drafts that affect academics, curriculum, and criteria for granting degrees. The Instructional Council makes recommendations. Prior to making a recommendation, the Instructional Council may determine that further drafting or stakeholder feedback is necessary.

and/or

- The Academic Dean reviews policy drafts that affect Academic Affairs or that are referred to the Instructional Council. The Instructional Council makes recommendations. Prior to making a recommendation the Instructional Council may determine that further drafting or stakeholder feedback is necessary, The Academic Dean will reconvene the policy author as necessary to consider feedback from any stakeholder groups.

and/or

- The Academic Dean, or designate will reconvene the policy author as necessary to consider feedback from any stakeholder groups.

- Once all recommendations are made and a final draft is ready, the Academic Dean will submit the policy draft to the Office of Research, Outcomes, Assessment, and Institutional Effectiveness for College mission and strategic planning alignment, then the President.

6) For both academic and non-academic policy drafts, the President may:

- i. submit to President's Cabinet for advisement and/or to others identified in the policy process for further review, drafting, or stakeholder feedback;
- ii. approve as a College Policy where Board of Trustees approval is not required
- iii. recommend approval and submit to the Board of Trustees for adoption;
- iv. not approve or not recommend approval for submission to the Board Of Trustees;
- v. take other action as the President deems appropriate.

#### **ESTABLISHING AN INTERIM POLICY**

On occasions when an Interim Policy is necessary, a policy author will draft and recommend the Interim Policy for approval by the Dean of Academic Affairs or the Vice President of Finance and Administration with ultimate jurisdiction of the President. Appropriate stakeholders will be notified upon formation of the policy author for the drafting of interim policies and when the President or identified designate adopts such interim policies. An interim policy must carry an expiration date and will either be allowed to expire without additional action, be extended one time for a specific period upon special permission from the President, or will be replaced by a standard College Policy, which is vetted through the process as stated within this policy.

#### **ESTABLISHING AN EMERGENCY POLICY**

On occasion when an Emergency Policy is necessary, the President or approved designate will draft and the President by authority of the Office will institute and enforce an Emergency Policy. Appropriate stakeholders will be notified of Emergency Policies. Policy duration will be determined by the President, and the policy may or may not be replaced by a standard College Policy, which is vetted through the process as stated within this policy.

#### **UPDATING OR REVISING A POLICY**

On an as-needed basis, the Office of Research, Outcomes, Assessment, and Institutional Effectiveness and/or the Academic Dean will make routine changes (such as position or unit titles, links, etc.) to College policies and procedures. These changes are not changes that substantively affect the policy. The Office of Research, Outcomes, Assessment, and Institutional Effectiveness and/or the Academic Dean will note the date of such changes as updated on the first page of the policy.

Editorial changes that do not substantively affect the policy may be suggested to either the Office of Research, Outcomes, Assessment, and Institutional Effectiveness or to the Academic Dean. Such changes will be made to the policy and updated on the College Policy and Procedure website. Procedures for substantive revisions to an existing policy are the same as the policy originating/vetting/ approval process as stated within this policy.

#### **IMPLEMENTING, DISSEMINATING, AND TRAINING**

Unless otherwise stated in the policy, a policy or procedure is in effect immediately after it is adopted by the Board of Trustees or President. Once adopted, the Office of Research, Outcomes, Assessment, and Institutional Effectiveness will ensure that the policy is disseminated to the College community by either communicating this information directly or will charge the Responsible Executive with the dissemination. The Responsible Office(s) will assist the Responsible Executive in establishing any support systems to train the community to ensure implementation and ongoing compliance.

#### **INTERPRETING A POLICY**

When questions or conflicts arise concerning the application, compliance, or scope of a policy, the affected parties will provide the details of the question or conflict in writing to the Interpreting Authority designated in that policy.

The Interpreting Authority will review the questions or conflicts, as well as any precedents to ensure consistent interpretation. Once an interpretation has been determined, the Interpreting Authority will communicate the decision in writing to the appropriate parties. The Interpreting Authority will ensure that proper records are kept of interpretation decisions.

#### **PERIODIC REVIEW OF POLICIES**

College policies should be reviewed on a periodic basis (a five-year cycle is recommended) to ensure the currency and accuracy of the policies. The Responsible Executive will devise a mechanism that includes representatives from key stakeholders and that ensures policies under his/her jurisdiction are so reviewed. Policies will be reviewed for the following:

- Continued relevance to the College mission and values
- Consistency with other College policies
- Reflection of changes in laws, procedures, accreditation standards, educational goals/practices, College practices, etc.
- Errors in fact or in language
- Other potential problems

If changes in the policy are deemed necessary, the appropriate process (revising, updating, or repealing) should be initiated.

#### **REPEALING A POLICY**

If a policy is identified as no longer relevant or necessary, the same process as stated in the Policy originating, Vetting and Approval Process within this policy will be followed to repeal the policy.

#### **ARCHIVING A POLICY**

If a policy is updated, revised, superseded, or repealed, the Office of Research, Outcomes, Assessment, and Institutional Effectiveness will archive the older version of the policy. These archived policies will be made available upon request.

## Definitions

**Academic Dean** The Office of the Academic Dean is the major advisory body to review policies and procedures in the area of academic affairs.

**Board of Trustees (BOT)** The legal and active policy making body of the College.

**Chapter** The designation for a sub-unit of a College policy volume. This designation indicates the unit category under which individual related policies will be found.

**Policy Author** A policy author is an individual or small workgroup formed for the purpose of writing and editing a policy draft and in placing that draft in a College policy template.

**Effective Date** The date the College policy is approved by the Board of Trustees or President unless otherwise specified.

**Guidelines** A statement of desired best practice that recommends procedures, processes, outcomes, and the like that have been endorsed or approved by the College to achieve a particular outcome or goal. Guidelines may or may not be affiliated with policies and procedures. Guidelines may or may not apply institution wide.

**Impact Statement** Document to be completed by the Policy Originator describing the justification for developing a new policy or revising a current policy and the impact of such on the College.

**Interim Policy** This is a provisional policy issued when a College policy is needed before the standard process can be completed. An interim policy must carry an expiration date and will either be allowed to expire without additional action, be extended one more time for a specified period upon special permission from the President or be replaced by a standard College policy.

**Interpreting Authority** The office or individual designated to interpret the intent of the policy when questions or conflicts arise concerning its application, compliance, or scope.

**Policy Originator** An individual or group identifying a need for a policy or policy revision and assisting in the development of that policy. An originator may be a representative from an administrative or academic unit; a committee, association, or council; or an individual sponsored by a recognized College unit or organization of the College community.

**Policy Originating, Vetting, and Approval Process** The formal process by which the College develops, recommends, and approves College policies. (See link.)

**President's Cabinet** The President's Cabinet consists of the Dean of Academic Affairs, the Dean of Student Affairs, the Vice President for Finance and Administration, the Director of Development, the Director of Enrollment Management and Alumni Affairs, the Director of College Relations and the Dean of Chapel.

As it pertains to this policy, the Cabinet functions as a senior level policy advisory body to the President.

**Procedure** A standard or statement that either 1) articulates procedures or reporting requirements related to implementation or compliance with College policies or 2) addresses matters not specifically addressed in such policies. Does not require Board of Trustees approval, but may require presidential approval. Procedures may or may not apply institution wide.

**Recognized College Unit or Organization** College Departments

**Responsible Executive** The College executive under whose jurisdiction a College policy falls. Depending on the scope, a policy may have more than one responsible executive.

**Responsible Office(s)** College office(s) designated with the responsibility of administering a policy, communicating with and training the College community regarding the policy requirements, and executing its timely review and updating.

**Section** The designation for College policy or procedure that provides the name of the individual policy or procedure.

**Stakeholder** Any individual or group who might be impacted by or might have knowledge related to a particular policy.

**College** Miles College

**College Academic Policy** College policies that pertain to the academic mission and issues of the College.

**College Non-Academic Policy** College policies that pertain to matters not considered academic.

**College Policy (both Academic and Non-Academic)**

A College policy includes the following characteristics:

- Assists the College in achieving its mission through the promotion of operational efficiency
- Applies broadly across the College
- Complies with federal, state, and local laws as well as procedures and guidelines of accrediting bodies
- Mandates actions or limitations
- Ensures responsibility and accountability

- Requires approval by the President and/or the Board of Trustees for implementation or substantive changes
- Reflects College values

#### **College Policy and Procedure Website**

A College website dedicated to housing College policies, procedures, guidelines, and all related information.

#### **College Policy Document**

All official policy documents have the following characteristics:

- Are reviewed and approved by the policy vetting and approval process
- Are under the authority of a responsible executive to execute and interpret
- Are in a standard format (template)
- Contain on the first page the College seal
- Include procedures for compliance
- Include a review and approval history
- Are catalogued and numbered in the College Policy and Procedure Library on the College policy and procedure website

**Volume** The designation for the broadest unit of College policy. Volumes typically correspond to SACSCOC classifications of College units by function

## Responsibilities

#### **Dean of Academic Affairs**

- Review Impact Statements and provide feedback to the policy originator(s).
- Determine the appropriate process path (academic or non-academic). Refer to the Office Research Outcomes Assessment and Institutional Effectiveness Director if a nonacademic policy.
- Identify stakeholders and provide a list to the appropriate review group(s).
- Identifies need for policy development or revision as needed
- Recommends Academic Affairs policies to the President.
- Participate in policy recommendations as a member of the President's Cabinet.

**Board of Trustees** • Review and approve College policies as required by institutional protocol.

#### **Policy Author**

- Work with the policy originator to draft a new policy or make revisions to an existing policy.
- Use the template to create a draft.
- Submit policy draft, as instructed, to the appropriate group(s).
- Edit policy draft based on input from review groups, stakeholders.

#### **Interpreting Authority**

- Make sound judgments on the intent of the when questions or conflicts arise concerning its application, compliance, or scope.
- Review precedents, if any, to ensure consistent interpretation.
- Render an interpretation when called upon to do so and communicate the decision to the appropriate parties.
- Document all interpretation decisions.

#### **Office of Research, Outcomes, Assessment, and Institutional Effectiveness**

- Review and provide feedback if necessary to the College policy authors and provide recommendations to the President in terms of policy alignment with the College mission and strategic plan.
- Identify additional stakeholders as needed and seek input.
- Facilitate the development and processing of policies.
- Ensure that policy is disseminated to the College community.
- Ensure that the College maintains a repository and archive of policy.
- Maintain website with a listing of all College policies and the tools for the development of policies.
- Archive policies that have been revised, suspended, or superseded.
- Identifies need for policy development or revision as needed

#### **Office of the Vice President of Finance and Administration**

- Review and provide feedback to the non-academic College policy authors and provide recommendations to the

President.

- Identify additional stakeholders as needed and seek input.
- Facilitate the development and processing of non-academic policies.
- Facilitate non-academic College policy authors as needed.
- Ensure that policy is disseminated to the College community.
- Ensure that the College community is trained concerning policy development and compliance matters.

**Office of the Vice President of Finance and Administration and the Office of the Academic Dean**

- Review Impact Statements and provide feedback to the Policy Originator(s).
- Determine the appropriate process path (academic or non-academic). Refer to the Academic Dean if an academic College policy.
- Identify stakeholders and provide a list to the appropriate review group(s).

**Policy Originators(s)**

- Complete the Impact Statement and submit to the Office of Research, Outcomes, Assessment, and Institutional Effectiveness and the Office of the Academic Dean to begin the policy process.
- Consult key stakeholders during the development process and considers all suggestions.

**President**

- Review and approve policies not required to be submitted to the Board of Trustees.
- Review and recommend policies to the Board of Trustees for approval.

**President's Cabinet**

- As it pertains to this policy, makes recommendations to the President on policy matters.

**Responsible Executive**

- Be accountable for implementation of and compliance with policy
- Review final draft of the policy document before submission to the approval authority.
- Conduct timely reviews of existing policies under his or her jurisdiction.
- Assist, as needed, in the development, updating, or revision of policy within his or her area of responsibility.

**Responsible Office(s)**

- Lead in the establishment of support systems needed to achieve compliance of policies.
- Inform and train the College community concerning new and substantially revised policies.
- Consult with the Responsible Executive(s) to update existing policies.
- Identifies need for policy development or revision as needed

**Stakeholder**

- Assist with drafting, reviewing, and formulation of policies.

**Unit Head**

- Be accountable for implementation of and compliance with policy
- Review final draft of the policy document before submission to the approval authority.
- Conduct timely reviews of existing policies under his or her jurisdiction.
- Assist, as needed, in the development, updating, or revision of policy within his or her area of responsibility.

## Violations of the Policy

Violations of this policy may result in the delay of the approval process or in the official College recognition of the policy's effect.

## Interpreting Authority

- President

- Chief of Staff, if so delegated
- Dean of Academic Affairs, if so delegated
- Vice President Finance and Administration or other direct reports to the President, if so delegated
- Office of Research, Outcomes, Assessment, and Institutional Effectiveness, if so delegated

In the event there is a conflict between interpreting authorities, the President will make the final interpretation decision.

## Relevant Links or Documents

Policy template:



**Miles College**  
Policy and Procedure Library

<b>##.##P</b>	
Volume #, Volume Title	
Chapter #, Chapter Title	
Section #, Policy Name	
Approval Authority:	
Responsible Executive:	
Responsible Office(s):	
Effective:	Issued:
Last Revised:	Next Review Date:

## Policy Name

## Policy Statement

*[This will contain the policy statement. This should be a concise statement of no more than a couple of paragraphs. This section also explains the purpose of the policy.]*

*For all sections, use Arial 9 pt.]*

## Entities Affected by the Policy

*[List each person, committee, or entity affected by this policy. In many cases, it will be all members of the University.]*

## Policy Background

*[This section provides the background of the policy development. In some cases, this section may be unnecessary. Simply put an NA if that is the case.]*

## Policy Procedures

*[This section lists the procedures or steps necessary for this policy.]*

## Definitions

*[Define any unique terms that may aid in the understanding of this policy that apply to this policy. This section includes the identification of the responsible executive and responsible office. This information should be formatted as:]*

Term	Definition
Term	Definition
Term	Definition

## Responsibilities

*[This section should contain the responsibilities for each person, committee, or entity affected by the policy. This information should be formatted as:]*

Person or Committee	Responsibility (ies)
Person or Committee	Responsibility (ies)
Person or Committee	Responsibility (ies)

## Violations of the Policy

*[This section describes consequences if this policy is violated.]*

## Interpreting Authority

*[Executive who has the authority to interpret the policy when questions arise.]*

## Statutory or Regulatory References

*[List any statutes, regulations or laws that may be associated with this policy, if necessary.]*

## Relevant Links

*[This section can be used, if necessary, to link to internal or external documents or information or other policies. Put NA if it is not applicable.]*

## Policy Adoption Review and Approval

*[This section lists the bodies/individuals that reviewed, recommended and/or approved the policy as well as the dates of the review, recommendation, or approval. This list should contain only major review/approval bodies/individuals. All other entities will be noted on the Impact Statement.]*

Example:

Date

Entity

Action

Recommended Support

Recommended Support

Recommended Support

**Adopted**

NOTE: Sections may be added to the template as needed. For example, a policy may have criteria or principles.

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Impact Statement:



Last Updated November 2010

**Miles College**  
**Policy and Procedure Library**  
College Policy Impact Statement

Date \_\_\_\_\_ Check One:  Revision of Existing Policy  New Policy

Policy Number (if known) \_\_\_\_\_ Policy Name \_\_\_\_\_

Originator(s) \_\_\_\_\_

College Affiliation \_\_\_\_\_ Email for primary contact \_\_\_\_\_

**Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)**

Empty box for justification text.

**Consistency with Miles College's Mission (Cite relevant official statements from Miles College)**

Empty box for consistency with mission text.

**Consistency with Miles College's Strategic Plan, Other Policies, and Related External Documents (Cite relevant official statements from Miles College or external sources)**

[Empty rectangular box for notes or comments]

**Impact on the College**

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to Miles College's culture and/or behaviors that may be involved.

[Empty rectangular box for notes or comments]

Stakeholder Actions continued on Page 2  
pages \_\_\_\_

Additional Pages Attached

# of additional pages \_\_\_\_



**Miles College**

**Policy and Procedure Library**

**College Policy/Regulation Impact Statement**

**Page 2**

Date \_\_\_\_\_  
Policy Number (if known) \_\_\_\_\_ Policy Name \_\_\_\_\_

List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one College-recognized group must have indicated support.

Stakeholder	Action Taken	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Policy Adoption Review and Approval

**Date/ Entity/ Action**

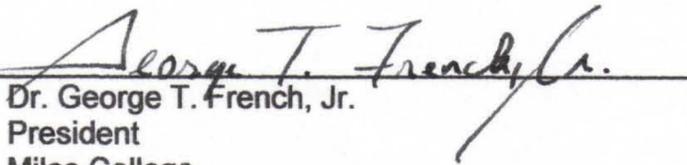
February 2, 2011/ Office of Research, Outcomes, Assessment, and Institutional Effectiveness/  
Recommended

**Policy Issued**

**Date/ Entity/ Action**

February 23, 2011/ President French/ Adopted Policy

Signed:

  
Dr. George T. French, Jr.  
President  
Miles College