

Policy Development and Adoption

Policy

Valdosta State University (VSU) sets forth in writing and codifies all officially approved university policies. These policies are accessible at the University Policies website: www.valdosta.edu/policies.

VSU complies with Board of Regents Policy. VSU also encourages departments to post their specific departmental policies on their own websites. If any conflicts arise among policies the order of governance is: Board of Regents Policy, VSU Policy, and lastly Departmental Policy.

Definition of a University Policy

A policy is a governing principle. It is a long-term commitment by university administration to an activity or practice. Policies are meant to guide the organization strategically thus are not frequently changedⁱ

Procedures for Proposing and Implementing a Policy

1. Any employee or student of the university may request a new or revised policy by presenting the proposal to an appropriate constituent group or governing body. The governing body can assess and revise the proposal as it deems necessary. The routing for proposals should be:
 - a. Faculty/Staff - Present the request to Faculty Senate, Council on Staff Affairs, Dean's Council, Cabinet or other such body.
 - b. Students - Present the proposal to the Student Government Association for endorsement.

A representative from the governing body should bring the (revised) proposal to a Vice-President.

2. The Vice-President presents the proposal at the first Vice-Presidents' meetingⁱⁱ after receipt. The members of this group can accept the proposal, revise it, or reject it. The Vice-Presidents would reject the proposal if it does not meet the criteria for a policy, is not in compliance with current laws and policies, or does not align with the strategy or vision of the University.
3. If the proposal is rejected by the Vice-Presidents, a Vice-President (or designee) will explain to the proposer the reason for the rejection.
4. If the proposal is accepted, the Vice President will notify the Policies Administratorⁱⁱⁱ (PA)^{iv}.
5. The PA will post the proposed policy to the policies website and notify constituent groups that the policy has been posted for review and comments. Constituent groups include: Council on Staff Affairs, Dean's Council, Faculty Senate, Cabinet, Student

Government Association, Faculty/Staff List Serves and other groups that are deemed appropriate.

The proposal will remain posted for 30 days excluding months when many faculty and students are absent from campus. The schedule, as far as administratively practical is as follows:

<u>Proposal Received</u>	<u>Posted for Comments Through</u>
January	February
February	March
March	April
April	September
May	September
June	September
July	September
August	September
September	October
October	November
November	February
December	February

6. At the end of the posting period, the PA returns the proposal and all comments to the Vice-Presidents for review at their next Vice-Presidents' meeting.
7. Vice-Presidents can then accept revise, or reject the proposal based on comments received and their own professional judgment.
 - If revisions are significant, the Vice-Presidents may elect to submit the proposal again for comments.
 - If the Vice-Presidents elect to reject the proposal, they notify the PA who in turn notifies constituent groups.
 - If the Vice-Presidents accept the proposal, they forward it to the President with their endorsement.
8. The President can approve or reject the Proposal. The President notifies the PA of his decision.
 - If rejected, the PA notifies constituent groups.
 - If accepted, the PA posts the policy to the policy website and notifies constituent groups.

Emergency or Interim Policies

The President has the prerogative to issue policies before review as provided for in this document. It is expected this prerogative will be exercised only in special circumstances including but not limited to: the health and welfare of the university community, advice of legal

counsel, university liability, or contractual issues. Interim policies will “sunset” one calendar year following issuance unless processed for approval as a university-wide policy.

The difference between a policy and procedure has been simply explained: a policy is what we do – a procedure is how we do it. Other distinguishing criteria for policies include:

- Policies impact a broad segment of the university community
- Policies apply institution wide
- Policies have significant impact on a large number of people/units
- Policies are guiding principles in decision making; procedures guide actions.

ⁱⁱ The Vice-Presidents’ meetings are usually attended by the Vice-Presidents, the Athletic Director, the Associate Vice President for Enrollment Management and the President and/or others as deemed appropriate.

ⁱⁱⁱ The Policies Administrator is appointed by the President to maintain the Policies website and help ensure consistency in formatting of policies. The PA will not comment on the policy other than in his/her role as faculty or staff member.

iv Notify the PA by submitting the proposal to him/her as a Word document with the attached cover sheet.

POLICY NUMBER (to be completed by PA)	
<i>Purpose of Policy</i>	
<i>Who Should Know this Policy</i>	
<i>Related Documents</i>	
<i>Date Policy First Issued</i>	
<i>Date Policy Last Revised</i>	
<i>Issuing Office</i>	
<i>Responsible Officer</i>	

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January 1, 2013

