EDWARD WATERS COLLEGE
POLICY COMPLIANCE POLICY

October 25, 2007

Approved by the Board of Trustees 10-25-2007
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EDWARD WATERS COLLEGE
POLICY DEVELOPMENT AND PUBLICATION POLICY

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EDWARD WATERS COLLEGE
POLICY DEVELOPMENT AND PUBLICATION POLICY

REASON FOR POLICY

In keeping with best practices and the guidelines produced by the Commission on Colleges of the Southern Association of Colleges and Schools which grants accreditation to the College, the Board of Trustees is the active policy-making body of the institution. Institutional policies must be approved by the board and approval of policies must be reflected in board minutes.

College policies must be kept current and made available to all relevant operating units in a timely manner. This policy is the overarching policy for policy development and is required for the effective communication of college policies, ease of use and identification of approved College policies.

POLICY STATEMENT

All college policies should be developed, approved and published in accordance with the standards outlined in this policy. Policies that do not adhere to this standard will not be considered official College policies and will not be published on the College's web page or in official College documents.

POLICY/PROCEDURES

General College Policy Standards

All policies that meet the definition of a College policy should be included on the official policy web site or in official College hard copy documents and are governed by this policy. Below are the definitions of a policy and a procedure as used at Edward Waters College. It is expected that, where possible, other important school or departmental policies and procedures will conform to the definition of a College policy. All departmental/local policies should be clearly written and attached in the Forms/Instructions section of this policy should be used to guide content development.

Every policy must fall within the jurisdiction of a member of the College's senior staff. The responsible senior staff member will designate a responsible department within their area to oversee the application of and compliance with the policy. Both the responsible senior staff member and the responsible department will be listed at the top of the first page of the policy document. The responsible department will generally be the department that develops and administers the policy and procedures, and will be accountable for the accurate formulation, issuance, and timely updated of the policy document.

Policies should be drafted so that they are clear and concise. Policies should contain enough information to provide sufficient guidance on the subject without being excessive in length.

Policy Naming

A policy name should be no more than ten words. The choice of a descriptive name is critical since people will search for policies using keyword searches.

Policy Approval (Academic/Support Staff)

The originator of the policy will forward the policy with the Policy Approval Request form (duly completed as stipulated in the directions for completing the form) to the Office of Planning, Research and Institutional Effectiveness. The following process must be accomplished before the proposed policy can be approved:

Step 1: Concerned student, faculty, staff or administrator suggests a new policy.
Step 2: Policy is drafted by the person authoring proposed policy (ownership).
Step 3: Proposed policy is forwarded to Divisional Leader for approval.
Step 4: Divisional Leader brings proposed policy to Divisional meeting for discussion and to check for accuracy and completeness. (Division should ensure that this is included in the Divisional meeting minutes).
Step 5: Proposed policy is forwarded to the Office of Planning, Research and Institutional Effectiveness for review of policy, naming and numbering. The Office of Planning, Research and Institutional Effectiveness will review the policy for format and content.
Step 6: The Office of Planning, Research and Institutional Effectiveness will present the proposed policy to the Senior Staff for approval.
Step 7: Upon approval, the proposed policy will be returned to the Divisional Leader for the area under whose jurisdiction the policy falls.
Step 8: The Divisional Leader will forward the proposed policy to the Board of Trustees Sub-Committee as an action item to the Board of Trustee agenda.
Step 9: The Board of Trustees approves the proposed policy and it becomes an approved policy.

The policy is then forwarded to the Office of Planning, Research and Institutional Effectiveness for communication to the campus, documented in the campus-wide policy manual, posted on the website and forwarded to the Divisional Leader for implementation.

All Approved policies must be reviewed at a minimum of 1 year.

If during the approval process, revisions to the policy are recommended, the revisions must be completed and the policy resubmitted for approval to the recommending office.

Documentation of recommendation(s) is to be maintained as part of the policy approval process, documents and in minutes of meetings in which action was taken on the policy.

If a policy involves compliance with regulatory issues, the College administration will consult with counsel prior to the approval and publication of the policy as necessary.

Policy Approval (Academic Program/Faculty)

Approval of policies pertaining to the Academic Program/Faculty, are to conform to the policy guidelines set out in the Board By-laws and the Faculty handbook. All policies included in Institutional handbooks (i.e. Faculty handbook, Student Handbook, Human Resources Manual, Administrative handbook) must be approved by the Board of Trustees prior to being presented in the handbook.

If a policy involves compliance with regulatory issues, the College administration will consult with Counsel prior to the approval and publication of the policy as necessary.

Standard Policy Template

To provide consistency, a standard policy template has been created. Use of this standard policy template facilitates the adoption of clear, concise policies and procedures at all levels of the organization. All policies should be in the standard College policy template. If a section does not contain any information or is not applicable, the section heading should be removed from the body of the policy and from the table of contents. Please refer to the Forms/Instructions section of this policy for the official College Policy Template.

Interim Policies

Policies may be put into place on an interim basis in situations when final approval in a timely manner is not possible.

Issuing a policy

The Director of Marketing and Communication will coordinate announcements and distribution of newly released policies so that the College community is made aware of changes when they occur. Newly released policies may be communicated to the community at large via targeted email, portal messages, and/or other means as appropriate.

Origination Date

Every policy should have an origination date so that it is clear when and for how long the policy has been in effect.

Policy Applicability/Who Needs to Know the Policy

A brief statement should be provided indicating who should observe the policy, who may be affected by the policy, and/or who should understand the policy in order to perform his/her job. The primary audiences are faculty, staff and/or students.

Review Period/Policy Amendments

Every policy shall be reviewed periodically as determined by the implementing department, but no less frequently than once every year unless otherwise determined by the originator in conjunction with the jurisdictional area Vice President and approved by the Senior Staff. The Last Amended Date and Next

Review Date headings must be included and maintained as part of the institutional planning and reporting cycle. The policy originating department is responsible for updating the policy if there is a change in law or regulation.

Policy Compliance

When changes are necessary to a College policy, the Office of Planning, Research and Institutional Effectiveness will notify the responsible office one month before the policy is scheduled for review.

External Regulations

If the policy is created in response to external regulations, those laws or regulations, as well as the responsible agency, should be identified in the policy by reference or by link (address) to the actual regulatory sources.

FORMS

Office College Policy Template

WHO NEEDS TO KNOW THIS POLICY

Faculty, Staff and Students

WEBSITE/HARDCOPY LOCATION

Edward Waters College Policies – www.moodle.ewc.edu
All Policy Manuals/Documents – Office of Planning, Research and Institutional Effectiveness
Faculty Handbook – Faculty Senate, Intranet, Human Resources
Employee Handbook – Office of Human Resources, Intranet
Operational manuals – Vice President's offices, Intranet

DEFINITIONS

Appendices	Contain laws, regulations and checklist that may pertain to the policy.
Contacts	Names the college office(s) that can answer specific questions regarding the policy or approval exceptions.
Definitions	Lists the terms used in the document alphabetically and define unfamiliar terms that have a specialized meaning in the policy.
Forms/Instructions	List pre-approved forms the reader must use to comply with the policy, explains the purpose of each form, and may provide a hyperlink to the applicable form(s).
Policy Statement	Is a concise statement of the College's position on the subject matter. It may state who should follow the policy, when the policy applies, and list any major conditions or restrictions.
Procedures	Describe the means by which policies are implemented.
Reason for Policy	States the legitimate interests of all parties, describes the problem or conflict the policy addresses, and cites any legal or regulatory reasons for the policy.
Responsible Office	Under the direction of the Responsible College Official, the Responsible Office develops and administers a particular policy and its procedures, and will be accountable for the accuracy of its subject matter, its issuance, and timely updating.
Responsible Department	The Policy Owner. The individual charged with the responsibility for creating, implementing, and updating College policies in his/her area of jurisdiction.
College Policy	A College policy is defined as one with broad application throughout the College, which helps promote coordinated compliance with applicable laws and regulations, promotes operational efficiencies, enhances the College's mission or reduces institutional risk.

RELATED INFORMATION

Originator Contact:

Title:	Director of Planning, Research and institutional Effectiveness
Department:	Office of Planning, Research and institutional Effectiveness
Telephone:	904-470-8254
Email:	jlhardiman@ewc.edu

Questions on Compliance:

Title:	Director of Planning, Research and institutional Effectiveness
Department:	Office of Planning, Research and institutional Effectiveness
Telephone:	904-470-8254
Email:	jlhardiman@ewc.edu

Compliance Contacts: Director of Planning, Research and institutional Effectiveness

SOURCE OF FINAL APPROVAL

Final approval: Board of Trustees
Date: October 25, 2007

HISTORY/REVISION DATES

Policy Submitted By: Jeffery L. Hardiman
Director of Planning, Research and institutional Effectiveness
Policy Approved By: Senior Staff
Date: March 20, 2007
Origination Date: March 20, 2007
Last Date Amended:
Next Review Date: October 20, 2008

ATTACHMENT 1: PROPOSED POLICY TEMPLATE

Edward Waters College

Proposed Policy

NAME OF POLICY

Remember the Policy should be no more than ten words.

REASON FOR POLICY (Purpose)

SCOPE

POLICY STATEMENT

POLICY DEFINITION

POLICY HISTORY

ORIGINATION DATE

POLICY APPLICABILITY/WHO NEEDS TO KNOW THE POLICY

REVIEW PERIOD/POLICY AMENDMENTS

POLICY COMPLIANCE

EXTERNAL REGULATIONS

FORMS

Please list any forms associated with this policy.

WHO NEEDS TO KNOW THIS POLICY

WEBSITE/HARDCOPY LOCATION

Where can the policy be found?

DEFINITIONS

List any definitions associated with the policy. (Remember that in the approval process individuals may not be familiar with your terminology.)

RELATED INFORMATION

Responsible College Official:

Responsible College Official must be a Divisional Leader

Responsible Office:

Originator Contact:

Title:
Department:
Telephone:
Email:

Questions on Compliance:

Title:
Department:
Telephone:
Email:

Compliance Contacts

SOURCE OF FINAL APPROVAL

Final approval: Board of Trustees
Date:

HISTORY/REVISION DATES

Policy submitted By:
Policy Approved By: Senior Staff
Date:
Origination Date:
Last Date Amended:
Next Review Date: