

**Title: #I-4. Guidelines for Institutional Policy/Procedure
Development, Review and Approval**

Date: April 28, 2003 [Replaces #I-2 dated April 8, 2002]

INTRODUCTION:

WVU at Parkersburg makes its institutional policies and procedures available to faculty, staff, and students by publishing them in the *Answer Book*, available in the library and in various administrative offices on campus. In addition, they are published on the campus Intranet and on the World Wide Web. Selected policies are also published in college publications such as the catalog, faculty, classified staff, and student handbooks.

The President's Office is responsible for publishing approved institutional policies. Policies of the West Virginia Higher Education Policy Commission, WVU Board of Governors, and updates of institutional policies and procedures will be communicated on a routine basis. It is the responsibility of the administrators and others to conduct routine and periodic review of policies that pertain to their administrative areas. New institutional policies and modification of current policies shall be reviewed and approved as defined below.

GUIDELINES:

The following guidelines shall apply in processing a proposed policy/procedure or modification:

Initiating a Proposal/Recommendation:

- (1) Policy proposals may be initiated by any executive level administrator, Faculty Senate, Staff Council, Academic Council, or other representative council or committee of the institution, whether ad hoc or permanent. Individuals wishing to make policy recommendations may channel such recommendations through the appropriate executive level administrator or constituent group.
- (2) Proposed modifications in current policy must be visibly shown by underlining all additions and striking all deletions to the current policy. (Minor revisions may be hand-printed on a copy of the current document.) If major modifications are recommended which significantly affect procedures or the intent of policy, a new draft may be submitted as a replacement with sufficient justification attached.

(3) All proposals must be accompanied by a memorandum explaining the initiator's reasons for recommending the proposal and documentation of any reviews by other groups or administrators which were conducted prior to submission.

Reviews

(1) When a new or modified policy/procedure is submitted to the President's Office, the president's senior administrative assistant will review the proposal to determine its compliance with policies of the University, Board of Governors, or the Higher Education Policy Commission, and to determine whether other existing policies are affected by the proposal.

(2) Proposals shall then be reviewed by those administrators and/or groups who are affected prior to submission to the President for approval. Proposals pertaining to academic affairs shall be reviewed by the Dean of Academic Affairs, Academic Council and Faculty Senate. Proposals pertaining to student affairs or student services shall be reviewed by the Dean of Students. Proposals pertaining to financial matters shall be reviewed by the Chief Financial Officer. Those pertaining to personnel matters shall be reviewed by the Director of Human Resources, appropriate executive level administrators; if affecting classified staff, by the Classified Staff Council; if affecting faculty, by the Faculty Senate. Since some policies/procedures may affect more than one area, the president's senior administrative assistant shall see that all appropriate administrators/groups are given an opportunity to review and respond.

(3) In cases where disagreement occurs, every effort shall be made to reach a consensus before submitting the proposal to the President. If, after attempting to resolve the disagreement a consensus is not reached, the senior administrative assistant shall submit the proposal to the President with both supporting and opposing positions.

Approval

If the President receives a proposal that indicates non-consensus on the part of one or more parties, he will render a decision relative to the proposal.

When approved by the President, new or modified policies will be communicated and published by the President's Office.