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

Date: March 7, 2023 [Replaces version dated **May 4, 2020**]

Introduction:

Policies of West Virginia University at Parkersburg are adopted by its Board of Governors in accordance with statutory requirements as outlined in Board of Governors Policy A-45, "Adoption or Amendment of Rules." All policies of the Board of Governors are posted on the Board's web page at:

www.wvup.edu/about/board-of-governors/policy/

Copies of policies may also be obtained from the Executive Director of Human Resources and Compliance.

Campus procedures or guidelines that carry out policies of the WVU at Parkersburg Board of Governors, rules or directives of the West Virginia Council for Community and Technical College Education, and/or West Virginia State Code are published online in the WVU at Parkersburg *Answer Book* at:

www.wvup.edu/about/policies-and-procedures/campus-procedures-guidelines/

Answer Book documents are also available from the Executive Director of Human Resources and Compliance, in the library or in other administrative offices on campus. Selected Board policies and *Answer Book* documents are also published and/or referenced in college publications such as the catalog and in faculty, classified staff, and student handbooks.

The Executive Director of Human Resources and Compliance is responsible for communicating and publishing approved institutional policies and procedures. Rules of the West Virginia Council for Community and Technical College Education will be communicated on a routine basis. It is the responsibility of administrators to conduct routine and periodic review of policies and procedures that pertain to their administrative areas.

Guidelines:

The following guidelines shall apply in proposing or modifying institutional policies, procedures or guidelines:

Initiating a Proposal/Recommendation:

(1)   Policy or procedure 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 or procedure recommendations may channel such recommendations through the appropriate executive level administrator or constituent group.

(2)   Consult with the Executive Director of Human Resources and Compliance **before** initiating a proposal to adopt a new or revise an existing policy or procedure. The Executive Director will advise regarding related governing rules, policies, or laws to be considered. When revisions are anticipated, the Executive Director will provide the existing Word version of the document, to the person initiating revisions.

(3)   Proposed modifications to an existing Board policy or *Answer Book* document must be visibly shown by underlining all additions and striking all deletions to the existing document. This may be accomplished through the Track Changes feature in Microsoft Word. Minor revisions may be hand-printed on a copy of the current document or explained in an email message. 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.

(4)   All policy/procedure proposals must be submitted by the executive level administrator or constituent head to the Executive Director of Human Resources and Compliance in Microsoft Word format. The proposal must be accompanied by a written explanation of the initiator's reasons for recommending the proposal and documentation of any preliminary reviews involving other groups or administrators which occurred prior to submission, if applicable.

Reviews

(1)   When a new or modified policy/procedure is submitted the Executive Director of Human Resources and Compliance will determine the appropriate approval process, i.e., adoption by the Board of Governors or final approval by the President for publication in the *Answer Book*, and assess its compliance with or relevance to policies of the Board of Governors or West Virginia Council for Community and Technical College Education.

(2)   Proposals shall be reviewed by constituent groups (administrative, faculty, staff and student) prior to submission to the President for approval. Executive Director of Human Resources and Compliance shall facilitate appropriate review by general counsel and/or others before submitting the proposal to the President for approval.

(3)   The President may authorize exceptions to the review process for non-substantive updates, for compliance purposes, for timeliness, or other necessary reason that does not violate a policy, rule or law having higher authority.

Approval

Upon approval by the President, proposals that require adoption or approval by the Board of Governors will be placed on the Board's agenda in accordance with Policy A-45. Adoption of new policies or substantive modification of existing Board policies requires a 30-day public comment period and final approval by the Chancellor of the WV Council for Community and Technical College Education. New or modified *Answer Book* documents require approval by the President**.**

New Board policies and *Answer Book* documents will be assigned an appropriate number by the Executive Director of Human Resources and Compliance. When finalized, new or modified Board policies and *Answer Book* documents will be communicated and published by the Executive Director of Human Resources and Compliance.

Responsible Administrator: President, 304-424-8351