



Policy Number:

Title: Policy Development, Review, and Revision

Responsible Office: **Office of the President**

Effective Date: September 23, 2024

Review/Revision Date:

1. Purpose and Scope

This policy establishes the procedures for creating, reviewing, revising, removing, and approving all official policies at Southside Virginia Community College (SVCC). It ensures consistency, transparency, and alignment with SVCC's mission, values, and applicable regulations. This policy applies to all college departments, faculty, staff, and administrators. This policy on creating and changing policies is intended to streamline and clarify the process, ensuring that SVCC policies are comprehensive, consistent, and aligned with the college's goals and regulatory requirements.

2. Policy Statement

All SVCC policies must be developed, reviewed, and revised systematically and transparently to ensure they support the college's mission and comply with relevant legal, regulatory, and accreditation requirements. This policy outlines the standards and procedures for policy development, review, and revision, ensuring consistency and accessibility.

3. Definitions

- **Policy:** A statement of principles and direction that guides the college's decisions and actions. Policies are broad and apply college-wide.
- **Procedure:** Specific steps to implement policies, detailing the "how" aspect of policy enforcement.
- **Responsible Office:** The department or administrative unit accountable for the area covered by the policy. If not specific to a department or unit, then the Vice President of Finance and Administration will serve as the Responsible Office.
- **Stakeholder:** Any individual or group affected by or with a vested interest in the policy.
- **Minor Edits:** Minor edits are non-substantive changes, including:

- Typographical fixes (spelling, grammar).
- Formatting adjustments.
- Updates to titles, office names, or references that don't alter policy intent.

4. Policy Development and Review Procedures

1. Proposal Submission:

- New, revised, or deleted policies are proposed by any SVCC faculty, staff, or administrator using the *Policy Revision/Creation Form* (see attached form Exhibit #52).
- Proposals are submitted to the Responsible Office for initial evaluation.
- Minor edits or corrections, as defined above, do not require full policy review and will be handled through the Office of the Vice President of Finance and Administration in coordination with the Responsible Office. These edits will be documented and revision dates will be noted on the policy.

2. Initial Assessment:

- The Responsible Office conducts a preliminary review to assess the necessity and alignment with SVCC's mission and strategic goals.
- If the proposal is supported, the Responsible Office drafts or revises the policy.

3. Policy Drafting:

- Policies must follow the standard SVCC policy format, which includes:
 - Header with policy title, responsible office, and effective/review dates.
 - Relevant Sections may include, in this order: Scope, Policy Statement, Definitions, Procedures, and Authority.

4. Review and Compliance:

- The Vice President of Finance & Administration will do a preliminary review and determine if a legal & compliance review is required. If required, the final draft is reviewed by the Office of System Counsel to ensure legal and regulatory compliance.

5. Approval Process:

- The Vice President of Finance & Administration will present the final policy draft to President's Council for approval.
- President's Council will vote. If approved, the form will be given to the Executive Assistant to the President and the Finance & Administration Operations Manager to record and update the website and Faculty & Staff Handbook. If not approved, President's Council will provide feedback to the Responsible Office.

5. Policy Approval and Communication

- Approved policies are published on the SVCC website within two weeks.
- The Responsible Office will communicate new or revised policies to the SVCC community via official channels.

6. Policy Review Cycle

- Policies are reviewed every five years or as needed based on changes in regulations, college operations, or strategic direction.
- The Responsible Office must ensure timely reviews and updates to maintain policy relevance and compliance.

7. Documentation and Record-Keeping

- The Vice President of Finance & Administration maintains the official records of all policies, including drafts, feedback, and approvals.
- All policy-related documents are stored in a central repository accessible to the SVCC community.

8. Forms

- **Policy Revision/Creation Form:** To be used for all proposals related to policy creation, revision, or deletion. [Exhibit #52](#)

9. Authority

- [Operating Procedures for College Committees](#)

President's Staff (renamed President's Council) serves as an executive committee to facilitate administrative efforts and decision making on issue that affect the entire College. It is charged with framing policy and procedures, making recommendations to the president and with ensuring that decisions reached are effectively implemented. The President's Staff is also charged with aligning the College's strategic plans and available resources to ensure that the College fulfills its mission.