A. BASIC PRINCIPLES

1.0 Generally. A “College Policy” is an approved directive on one or more subjects that are of such importance to the proper functioning of the institution that a knowing violation of the directive would give rise to the immediate consideration of remedial action that may include, but not be limited to, disciplinary measures.

2.0 Scope of Coverage. In order for a directive to be considered for College policy-making it must be of broad application to the College community. In other words, it must affect students, faculty or staff in two or more Schools or administrative Divisions, or affect a significant number of individuals in one such School or Division so that individual communication to each such individual is administratively inconvenient or impracticable.

3.0 Approvals. In addition, the directive must have been approved by the appropriate College authority (the President or the Board of Trustees, as applicable) and be denominated as a College Policy.

4.0 Appropriate Subject Matter. The proponent(s) of a new Policy or a policy change will be expected to demonstrate how the proposal is directly and substantially related to one or more of the following areas:

(a) The College mission/purpose or core values;

(b) Accreditation requirements;

(c) Strategic objectives of the College;

(d) Operational efficiencies;

(e) Health and safety; or

(f) Compliance with any applicable, law, rule, or regulation of a government entity or otherwise reduce institutional legal risk.

5.0 Procedures. Any amendment or repeal of an existing College Policy shall be subject to the same approval Procedure for making College Policy as may be in effect at the time of the proposed amendment or repeal. In addition to the special considerations afforded academic matters under these Procedures, from time to time these Procedures may be amended to add special procedures applicable to other types of policy-making depending on the unique nature of the subject matter involved.
6.0 **Implementation.** Schools and administrative units are expected to implement College Policies through internal operating procedures and directives, as appropriate. These entities may also promulgate their own internal “School” or “Unit” policies as are needed to effectively and efficiently accomplish their own particular mission/purpose or objectives, provided that those policies are not inconsistent with College Policies.

B. **PROCESS**

7.0 **Proposals for Policy-Making.**

7.1 **Commencement.** The process begins by completing and submitting the Institutional Policy Request Form. While any member of the College Community (students, faculty or staff) may prepare a Form, the Form must be sponsored and signed by one or more of the following:

(a) President of the College;

(b) Senior or Executive Vice President;

(c) Speaker of the Faculty;

(d) President of a student government organization (SGA, GSA or RHA); or

(e) Chief Executive Officer of a College affiliated organization (e.g., the College of Charleston Foundation or Alumni Association).

7.2 **Referral.** With the exception of Policy Request Forms dealing with academic matters or proposed changes to the *Faculty/Administration Manual*, a fully completed and signed Form is to be submitted to the Chief of Staff (or some other member of the Executive Team designated by the President) for further processing. Those Forms that recommend action on an existing or proposed academic policy or a change to the *Faculty/Administration Manual* that, if adopted, would affect faculty only, shall be submitted to the Provost for further action. All Forms received for processing will be scheduled for a preliminary review by the President’s Executive Management Team (hereafter, “Executive Team”), or if the proposal deals with academic matters, by the Provost.¹

8.0 **Preliminary Evaluation of Proposals.**

8.1 **Screening of Forms.** The President’s Executive Team, or the Provost in the case of academic policy matters, shall review the submitted Policy Request Form to determine if it is properly completed and, if so, whether the proposed action is a suitable matter for policy making under this Procedure. If the Form is the first such Form submitted on the matter by the author, the “Preliminary Action” box at the top of the Form should be checked.

¹ The membership of the President’s Executive Team is determined by the President. The Executive Team includes the College’s Executive Vice Presidents, the General Counsel, and the President’s Chief of Staff.
8.2 Not Suitable for Processing. Matters that are not suitable for consideration under this Procedure include the following:

(a) Matter Proposed Abrogates the Inherent Authorities Vested in the Office of a Senior or Executive Vice President – The matter being proposed is of a nature that would, if subject to these Procedures, abrogate the ability of a senior executive to timely perform an assigned duty or responsibility of her/his employment position.

(b) Matter Proposed is Not a Subject for Policy-Making – The matter being proposed: (i) is principally a non-substantive operating procedure implementing a preexisting Policy; (ii) does not address any of the listed subjects in Section 4.0 in a meaningful way; (iii) is adverse to the College mission/purpose or its core values or is clearly inconsistent with accreditation requirements or strategic objectives of the College; or (iv) would adversely affect the health and/or safety of the Campus or the greater community.

(c) Matter Reserved for Presidential Action or Action of the Board of Trustees – The matter being proposed is reserved for action by the Board of Trustees or the President in the exercise of their legal authority under the Trustee By-Laws, statute, or resolution of the Board including, but not limited to, those resolutions of the Board of Trustees that delegate authorities to the President.

(d) Matter Proposed is Contrary to Law or Regulation -- The matter being proposed would be inconsistent with law, rule, or regulation or otherwise subject the College to unacceptable legal risk.

8.3 Consideration of Proposal ---If the matter described in the Policy Request Form is determined to be suitable for policy making under this Procedure, one or more of the following actions, as appropriate, will be taken:

(a) Non-Academic Matters – The President’s Executive Team shall take one of the following actions listed in Section M. of the Policy Request Form:

(1) Approved – The Proposal is approved, as submitted or with modifications specified by the Executive Team, subject to review and determination by the President.

(2) Disapproved – Subject to review and determination by the President, the proposal is not considered suitable for Policy Making under this Procedure for one or more of the reasons stated in Section 8.2.

(3) To be Revised as Noted – The Form should be revised by the author and/or sponsor to comply with the instructions of the Executive Team. Once revised, the Form should be submitted to the Executive Team for further consideration.
(4) Referred to Working Group – The proposal will be referred to a “Working Group” (as defined in Section 9.0) as determined by the Executive Team with the responsibility to consider the matter and to report back to the Executive Team by a time certain with recommendations for final action.

(5) Recommended Approval to Board of Trustees – The matter will be referred to the Board of Trustees with a recommendation by College Administration for final approval action by the Board.

(6) Forwarded to Board of Trustees with Comment – The matter will be referred to the Board of Trustees without an approval recommendation but may be accompanied by a statement of the President.

(b) Academic Matters – The Provost shall take one of the following actions listed in Section M-1. of the Policy Request Form:

(1) Approved – The proposal is approved, as submitted, and forwarded to the President (or, if the President prefers, the President’s Executive Team) for final action.

(2) Disapproved – The proposal is not considered suitable for Policy Making under this Procedure for one or more of the reasons stated in Section 8.2.

(3) To be Revised as Noted – The Form should be revised by the author and/or sponsor to comply with the instructions of the Provost. Once revised, the Form should be submitted to the Provost for further consideration.

(4) Referred to Faculty Senate or other Working Group (with Senate Representation) – The proposal will be referred to a “Working Group” (as defined in Section 9.0) to be established by the Provost with the responsibility to consider the matter and to report back to the Provost by a time certain with recommendations for further action.

8.4 Revised Forms.

In the event that the President’s Executive Team, or the Provost in the case of an academic matter, requires that a Policy Request Form be revised prior to further consideration, the sponsor of that policy proposal (identified in Section C. of the Policy Request Form) shall be responsible for either: (a) revising the Form or causing the Form to be revised by others within her/his supervisory control; or (b) withdrawing the proposal. The failure to revise the Form within 60 days, absent a contrary direction from the Executive Team or the Provost, as the case may be, will be deemed a withdrawal of the proposal. If the requested revisions are made, the sponsor shall complete a new Policy Request Form, mark the box “Revised Form” in the header, and submit the Revised Form accompanied by a copy of the “Preliminary Action” version of the Form.
8.5 Final Forms.

(a) Academic Matters -- Policy Request Forms requesting Final Action on academic policy matters shall be submitted to the President (or, at the President’s discretion, the President’s Executive Team) and may only be submitted to the President by the Provost. In the event the Faculty Senate has determined that the Provost has delayed submission of an academic policy proposal for an unreasonable period of time, or if the Senate should disagree with the determination of the Provost not to submit an academic policy proposal for final action, the Speaker of the Faculty may request that the President review the matter and take such further action as may be appropriate under the circumstances.

(b) Non-Academic Matters -- In the event that the President’s Executive Team forwarded a Policy Request Form to a Working Group for further consideration, a subsequent request for Final Action on that matter shall be submitted to the President’s Executive Team and may only be submitted to the President’s Executive Team by majority vote of the Working Group. The President may, however, in the exercise of the President’s sole discretion, discharge a Working Group from further consideration of a matter and direct such further action on that matter as the President deems appropriate.

9.0 Working Groups.

9.1 Policy Committee.

(a) There is hereby established a permanent Policy Committee to be comprised of the following: the Provost, Executive Vice President for Business Affairs, Executive Vice President for External Relations, Dean of Students, Speaker of the Faculty, and Director of Procurement and Supply (with the Senior Vice President for Legal Affairs serving as legal counsel to the Committee). The Committee shall be chaired by the Provost. From time to time the President, in the exercise of the President’s sole discretion, may eliminate, add to or change the composition of the Committee. The purpose of the Committee shall be to review, comment on and make recommendation for final disposition on a referred policy proposal.

(b) A policy proposal may be referred to the Policy Committee by either the President’s Executive Team or, in the case of an academic policy proposal, by the Provost. Alternatively, the proposal may be referred to a Special Working Group (as described in Section 9.2) to review, comment on and make recommendation for final disposition of the proposal. In addition to the foregoing, the Provost may consider the Faculty Senate, or an appropriate Committee of the Faculty Senate, to be a Working Group within the meaning of this Section 9.0.

9.2 Special Working Groups. When considering a request for policy making under these Procedures, the President’s Executive Team or the Provost, in the case of a proposal for academic policy, may appoint a special temporary ad hoc group of College faculty, staff,
students, and/or College affiliates to consider the matter and make recommendation for final disposition of the proposal. Such persons shall either have specialized expertise in the subject matter of the proposal and/or represent constituencies that could be materially affected by the recommendations of the Special Working Group.

10.0 Participation of the College Community.

10.1 Working Groups. Each working group assigned a policy proposal for consideration shall determine those College constituencies that should be notified of the proposal and given an opportunity to comment. In addition, the Working Group shall determine the media that should be used to solicit and receive such comments. With the approval of the appointing authority (the President’s Executive Team or the Provost, in the event of proposed academic policy) the Working Group may:

(a) post notice of the proposal on the College web site and solicit comments through that web site;

(b) convene and host hearings and/or meetings open to the College Community during which comments from interested members of the College Community can be heard and discussed;

(c) publish announcements to the College Community; and/or

(d) use any other means deemed appropriate under the circumstances.

10.2 President’s Executive Team and Provost. In the event that a policy proposal is not forwarded to a Working Group for a recommended course of action, the President’s Executive Team or, in the case of a proposed academic policy, the Provost may use any other means considered appropriate under the circumstances to solicit the views of the College Community.

11.0 Policies That Must be Reviewed or Approved by the Board of Trustees.

(a) Required Board Approval. The following proposed policy actions must be approved by the Board of Trustees of the College:

(1) All proposed policies or policy-related actions that require, directly or indirectly, Board approval under relevant law or regulation, court order or other legal process, or existing College Policy.

(2) All proposed policies or policy-related actions that could result in the establishment or acquisition of another legal entity by the College.

(3) All proposed policies or policy-related actions expressly requiring Board approval, as directed by the College’s regional accreditor.
(b) **Required Board Review.** Following approval by the President or the President’s Executive Team of any policy that, in the opinion of the President could materially affect the mission/purpose or a core value of the College, its financial soundness or academic integrity, its contractual commitments, College governance, or matters of similar import, the Executive Committee of the Board of Trustees shall have the opportunity to review that policy. The Board’s Executive Committee then shall determine whether the Board of Trustees, or a committee of the Board, shall have the opportunity to review that policy at its next meeting. This review procedure does not limit or abrogate in any way the authority of the Board to modify, repeal, or create a College Policy, consistent with the By-Laws of the Board of Trustees.

(c) **Determinations.** All determinations made pursuant to (a) and (b) in Section 11.0 shall be made by the President upon advice of the Senior Vice President of Legal Affairs.

12.0 **Emergency Policy Making.**

Nothing contained in this Procedure should be deemed as preventing or limiting the President from promulgating such interim policies as the President may deem to be of immediate need to protect health or safety, to comply with current provisions of law or regulation, or to address other matters that may present an imminent threat to the welfare of the College or the College Community.

13.0 **Form of Policy.**

All final policies shall be in the form required by the College of Charleston Official Policy Form.

14.0 **Policy Promulgation, Dissemination, and Maintenance.**

14.1 **Promulgation and Dissemination.** Once a policy proposal is adopted in final form, it shall be disseminated in a manner designed to promote timely and accurate notification to all concerned members of the College Community. Such notification may take one or more of the following forms:

   (a) notice on the appropriate College website;

   (b) dissemination of printed materials;

   (c) informational meetings; and/or

   (d) individual notices to all affected persons.

14.2 **Maintenance.** All approved Policies shall be maintained on an appropriate College website that has a numbering system reasonably calculated to allow for ease in the location of a Policy by subject matter. The review schedule for each such Policy shall be the responsibility of the position designated as the Policy Manager for that particular Policy and at least every five (5) years. All changes made to the *Faculty/Administration Manual* pursuant to these Procedures will
be maintained by the Faculty Senate through its Committee on By-Laws and the Faculty/Administration Manual in accordance with Article V, Section 3 of the Faculty By-Laws.

15.0 Amendments.

This Procedure may be amended by --

(a) the President at any time and in the exercise of his/her sole discretion, provided that notice of such an amendment is provided to the affected persons/bodies and the College Board of Trustees; or

(b) recommendation to the President from the affected persons/bodies, and subsequent approval by the President in accordance with the notice provisions of subsection (a) of this Section.

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