

CAMPUS WIDE POLICY FORMATION PROCEDURES

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. Further, any action taken in violation of an existing policy shall be considered void, Ab Initio, in addition to subjecting the offending party to the possibility of sanctions or further discipline for such violation.

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.

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, or is otherwise deemed appropriate by the President or Board, as applicable, for consideration as a college-wide policy. Policy proposals may relate to:

- (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 governmental entity or otherwise assist in the reduction of institutional legal risk.

5.0 Procedures. Any amendment or repeal of an existing College Policy may be subject to the same approval Procedure for making College Policies as may be in effect at the time of the proposed amendment or repeal. In addition, these Procedures may be amended to add special procedures applicable to other types of policy-making.

6.0 Implementation. Schools and administrative units are expected to implement College-wide Policies. These entities may also promulgate their own internal “School” or “Unit” policies, provided that those policies are not inconsistent with College-wide Policies. In the event of a conflict, the College-wide policy shall control.

B. PROCESS

7.0 Proposals for Policy-Making.

7.1 Commencement. For Policy proposals initiated by those other than the President or the Board, 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) The President of the College/University;
- (b) Senior or Executive Vice President;
- (c) Speaker of the Faculty;
- (d) President of a student government organization (SGA, GSA or RHA);
- (e) Chief Executive Office of a College affiliated organization (e.g. the College of Charleston Foundation or Alumni Association); or
- (f) General Counsel.

7.2 Referral. With the exception of [Policy Request Forms](#) dealing with academic matters or proposed changes to the *Faculty Administrative Manual*, a fully completed and signed Form is to be submitted to a designee of the Executive Team appointed by the President for further processing. Those Forms that recommend action on an existing or proposed academic policy or a change to the *Faculty Administrative Manual* that, if adopted, would affect faculty only, shall be submitted to the Provost and President for further action. All Forms received for processing will be date-stamped, numbered, and scheduled for a preliminary review by the President's Executive Management Team or the President, in his sole discretion, or if the proposal deals with academic matters, by the Provost.

8.0 Preliminary Evaluation of Proposals.

8.1 Screening of Forms. The President's Executive Team, the President, in his sole discretion, or the Provost and President, 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.

8.2 Not Suitable for Processing. Matters that may not be suitable for consideration under this Procedure include the following:

- (a) Matter Proposed Abrogates the Authority Vested in the Office of a Senior Executive, General Counsel, or Vice President – The matter being proposed is of a nature that would, if

subject to these Procedures, abrogate the ability of a Senior Executive, General Counsel, or Vice President to timely perform an assigned duty or responsibility of her/his employment position.

(b) Matter Proposed is Not a Proper 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 Health and/or safety concerns of the College 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.

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

8.3 Consideration of Proposal ---If the matter described in the [Policy Request Form](#) is determined to be suitable for policy making, one or more of the following actions may be taken:

(a) Non-Academic – The President’s Executive Team, or the President, in his sole discretion, may take one of the following actions:

(1) Approved – The Proposal is approved, as submitted, and forwarded for final action to the President or Board, as appropriate.

(2) Disapproved – The proposal is not considered suitable for Policy Making under this Procedure.

(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 or the President.

(4) Recommended Approval to BOT or President – The matter will be referred to the Board of Trustees or President, as appropriate, with a recommendation by for final approval.

(5) Forwarded to BOT or President with Comment – The matter will be referred to the Board of Trustees or President without an approval recommendation, but with comment.

(b) Academic Matters – The Provost may take one of the following actions listed in the [Policy Request Form](#):

(1) Approved – The Proposal is approved, as submitted, and forwarded for final action to the President or Board of Trustees, as appropriate.

- (2) Disapproved – The proposal is not considered suitable for Policy Making under this procedure.
- (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.

8.4 Revised Forms.

In the event that the President’s Executive Team, the President, in his sole discretion, 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 revising the Form or withdrawing the proposal. The failure to revise the Form within 60 days, absent a contrary direction from the Executive Team, the President, or the Provost, 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.

Academic Matters -- **Policy Request Forms** requesting Final Action on academic policy may only be submitted to the President’s Executive Team by the Provost or the President. In the event that 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 the President may take such further action as may be appropriate under the circumstances.

9.0 Participation of the College Community:

The President, the President’s Executive Team or, in the case of a proposed academic policy, the Provost, may use any other means considered proper under the circumstances to solicit the views of the College community regarding those matters where such input is deemed appropriate.

10.0 Policies that must be Approved by the BOT.

(a) Standards. 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; and

(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.

(4) All proposed policies on the power to make or sign binding contracts, leases, sales of real property, intellectual property, building naming, or grievance procedures.

(b) Determinations. All other determinations not pursuant to (a) shall be made by the President.

11.0 Interim 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 or well-being of the College or the College Community.

12.0 Form of Policy.

All final policies should be substantially in the form required by the [College of Charleston Official Policy Form](#), and shall bear the date of original adoption, along with the date(s) of any revision(s).

13.0 Policy Promulgation, Dissemination, and Maintenance.

13.1 Promulgation and Dissemination. Once a policy proposal is adopted in final form, it should 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 web site;
- (b) Dissemination of printed materials;
- (c) Informational meetings; and/or
- (d) Individual notices to all affected persons.

13.2 Maintenance. All approved Policies shall be maintained in a Policy Manual 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 should occur approximately every

five (5) years. All changes made to the FAM pursuant to these Procedures will be maintained by the Faculty Senate through its By-Laws Committee in accordance with Article V, Section 3 of the Faculty By-Laws.

14.0 Amendments.

This Procedure may be amended by the President at any time, in the exercise of his/her sole discretion, with notice provided to the Board of Trustees.

Approved by President: June 2009

Revision Approved by President: January 2013

Revision Approved by President: August 2015

Revision Approved by Board of Trustees: January 2017