



GOODWIN COLLEGE POLICY

TITLE:

Policy Management

INTRODUCTION STATEMENT:

Development – The Goodwin College administration wants the entire professional staff to feel empowered to draft policies. It may be the case that those that are on the front lines are the first to identify holes in the College's current policies. While anyone may draft a policy, it is imperative that all impacted offices are given an opportunity to weigh in on the development of the policies that impact the function of their office. Therefore, this policy establishes requirements regarding the inclusion of stakeholders in the development process. Approval – In order to ensure that all policies reflect the core values and mission of the College there must be a consistent approval process in place for all policies that allows for the weigh-in of multiple offices. Ultimately, final approval of all policies rests with the President. Communication – It is imperative that all faculty, staff and students are aware of the policies that impact their day-to-day functioning. This information is necessary to ensure that they are able to provide the best services to our community and are able to do so with the confidence that they are following the most up-to-date rules. Therefore, this policy includes parameters for the communication of all policies. Assessment - While policies should not change frequently, it may be the case that as the needs of students and the College change, policies must change to reflect those needs. To that end, this policy includes a required assessment component to ensure that the College's policies are consistently kept up to date.

POLICY STATEMENT:

Development – all new policies must be written on the current Goodwin College Policy Template. All impacted offices must be included in the development/approval of the draft policy. Failure to comply may result in the policy being rejected during the approval process. Approval – all policies must be attached to the approved Governance Transmittal Form, which outlines the process for tiered levels of policy approval. No policies will be finalized until completion of the entire approval process. The President and/or Board of Trustees have final approval of all College policies. Communication – the office/committee tasked with the integrity of Goodwin College policies is responsible for the central storing and communication of the content of the policy to the entire College community (as appropriate). Assessment – all policies are required to be regularly reviewed by the assigned Responsible Office. Any significant updates must go back through the policy development, approval, and communication process. The office/committee tasked with the integrity of Goodwin College policies is responsible for ensuring that the review schedule has been adhered to.

INCLUDE STATEMENT

NA

EXCLUSIONS:

Departmental policies that do not impact any other office, impact the learning outcomes of a program/course, and do not include content that will impact the College's mission or core values are not subject to this policy.

DEFINITIONS:

Policies are statements that provide the operational framework within which the institution functions and reflect the "rules" governing the implementation of the campus processes. A policy denotes "what" the college will do.

Procedures are the operational processes required to implement a policy. A procedure describes “how” the policy will be implemented.

Policies and procedures appear as separate documents (though the procedure number will be referenced within the policy). This separation will also assist in total quality management by distinguishing College requirements from the existing body of standard practices.

Institutional policies set priorities and guidelines that must be followed with regard to academic conduct (Curriculum, Grading, etc.) and operationally (e.g., Information Technology, Human Resources, etc) in all areas of the college.

Departmental policies set guidelines for the functioning of the department and its employees.

CONTACTS:

Office of Institutional Effectiveness
College Committee on Integrity

HISTORY:

Drafted 5/18/2012
Revised 1/31/13
Approved Integrity committee 1/31/13

EFFECTIVE DATE:	8/24/12
RESPONSIBLE OFFICE:	Office of Institutional Effectiveness
REVIEW DATE:	Annually (Jan-Mar)

APPENDICES:

What are the characteristics of good policy documents?

The overall goal for any policy document is for the design to be simple, consistent, and easy to use.

Good policies

- Policies are written in clear, concise, simple language.
- Policy statements address the rule itself rather its implementation.
- Policy statements are readily available to the campus community in a central storage space that all professional staff can access.
- In addition, policy statements that are of particular interest to any one group (students, faculty, staff) should be included in the appropriate annually updated handout that the group uses for regular reference (College catalog, Student Handbook, Faculty Handbook, Administration Handbook)
- As a body, they represent a consistent, logical framework for campus action.
- Always remain clear and consistent with the College’s mission and core values.

Writing style for Policy and Procedure Documents

- Concise, minimum of verbiage.
- Factual—double-check accuracy!
- Don’t include information that may be quickly outdated (e.g., names).
- If you use an acronym, spell it out the first time you use it.
- Not too technical—simple enough to be understood by a new employee.