



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:	Policy Management Policy
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POLICY STATEMENT:

Goodwin College strives to ensure consistency in policy development, approval, communication and assessment. To that end, all policies are written on the Goodwin College Policy and Procedure Template found on the college policies webpage. The approval process is documented using the Governance transmittal form, also found on the College's policies webpage. Any member of the college community may suggest a policy. The originating faculty, staff, department or committee drafts the policy and ensures that all impacted areas are consulted.

PROCEDURE DETAILS:

Development - Administration wants the entire professional staff to feel empowered to draft policies. Policy development may be initiated by any Goodwin College faculty or staff member; however, it is imperative that the college's policy template be used to ensure consistency and clarity.

Approval – While any member of the college community may suggest a policy, the originating faculty, staff, department or committee that drafts the policy must ensure that all impacted areas are consulted. Ultimately, final approval of all policies rests with the President. The approval process is documented using the Governance transmittal form found on the College's policies webpage. All policies must identify one responsible office and indicate where the policy will be published. The President's Cabinet ensures that all policies are forwarded to the Integrity Committee.

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 procedures. Therefore, all college-wide policies are stored on the college's policies webpage. Oversight is provided by the Provost's office in collaboration with the Integrity Committee and the Office of Institutional Effectiveness. All members of the college community are responsible for periodically reviewing and keeping their knowledge of policies and procedures current. OIE sends an annual email reminder (Appendix 2) to all responsible offices.

Assessment – The Committee on assists the college with its fair and transparent application of policies and procedures. The committee is charged with reviewing policies periodically for clarity, consistency and accuracy. Policies are reviewed annually the responsible department.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

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
Director of
Compliance and
Title IX
Coordinator
Integrity
Committee

EXCLUSIONS:

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

OFFICES DIRECTLY AFFECTED BY THE POLICY:

List the departments, offices, and/or position titles (do not include a person's name) that have a direct stake in the policy. They must be consulted during the development of the new policy and

before final approval by Cabinet. They must also be consulted about any revisions to the policy. This list will also be used by the Integrity Committee to ensure proper communication of policy contents.

HISTORY: Provide an audit trail for the policy and procedure that includes: (1) the date the policy and procedure was created, (2) the policy and procedure approval date, and (3) the date of the most recent review and/or revision by the responsible office. Even if there is no revision completed, this section should indicate that a review took place.

EFFECTIVE DATE:	Policy originally drafted 5/18/2012 and approved 08/24/1212. Revised 1/31/13. Approved by the Integrity Committee 1/31/13. Policy moved onto new template February 2017. OIE reviewed again 053117. Policy Template and Governance Transmittal Form Revised: 4/18/2016.
RESPONSIBLE OFFICE (ONLY ONE):	Institutional Effectiveness
REVIEW DATE:	May 2017

APPENDIX: SEE BELOW

Appendix 1: Characteristics of Good Policies and Procedures

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.
- They always remain clear and consistent with the College's mission and core values.

Writing Advice for Policy and Procedure Documents

- Be concise.
- Double-check facts.
- 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.
- Try not to be too technical— use clear, simple language (e.g., that a new employee would understand).

Appendix 2: Annual Review Email

Emails

- An initial email is sent to the office responsible for maintaining and reviewing policies at the beginning of October

- There will be a second reminder sent out in November.
- All policy updates need to be presented to the Provost by June 1st.

Edits and Posting

- Schedule a meeting of the people listed under contacts in the policy.
- Review content and make necessary edits. (e.g., change history date to reflect edits or simply that the policy was reviewed)
- Send the Word version of the policy to the Office for Institutional Effectiveness for posting to the Policies page on the website.