PIEDMONT VIRGINIA COMMUNITY COLLEGE

II - ADMINISTRATIVE (GENERAL) POLICIES

II – 15.0 MANAGEMENT OF COLLEGE POLICIES

Policy #:	**I – 15.0**
Effective:	**December 17, 2018**
Revised:	**April 10, 2019**
Responsible Dept.:	**VPFAS**

1. PURPOSE

The Piedmont Virginia Community College (PVCC) online Policy Manual is the official repository of college policies and is available electronically by accessing the PVCC policy webpage.

This policy provides guidelines for the issuance, review, and publication of policies contained in the PVCC online Policy Manual.

2. POLICY HIERARCHY

Piedmont Virginia Community College is a component of the Virginia Community College System (VCCS). As such, PVCC is subject to the policies and procedures established by the VCCS System Office. In addition, PVCC is a Virginia State agency, and is subject to State policies which apply to State agencies generally. The college issues local policies to comply with and implement VCCS and State policies, and to address issues that are not fully addressed by higher authority. The hierarchy of policy for PVCC is as follows:

•   The Code of Virginia and Governor of Virginia Executive Orders
•   Virginia Community College System and other State central agency policies
•   The PVCC online Policy Manual
•   PVCC official publications (Catalog and Student Handbook, Faculty Handbook, etc.)
•   Other PVCC written policies

In the event of a conflict or contradiction, the highest applicable level in the hierarchy takes precedence.

3. APPLICABILITY

College policies and associated procedures apply to all members of the college community, unless the specific policy states otherwise.

The Policy Manual includes policies that are generally applicable to more than one department or office of the college. Matters pertaining to the internal policies or procedures of a particular department or office are not within the scope of the PVCC Policy Manual and are available from that department or office.

4. POLICY APPROVAL

a). New Policies

New policies may originate from one of the following:
- Policy hierarchy as defined in section 2 of this document
- President's Staff
- College Senate
- Six Standing Committees
- Faculty Senate
- Professional Association of Support Staff (PASS)
- Student Government Association (SGA)

b). Approval

The Senate, as a legislative body of representatives, is responsible for review of all college policies and procedures generated by the six standing committees, Faculty Senate, PASS, and SGA. The College Senate will present its recommendation to the president's staff member responsible for the policy. The president's staff member will forward the policy to the president's staff for final approval.

All policies must be approved by president's staff prior to public dissemination.

c). Policy Revisions or Deletions

Revisions or deletions to an existing policy may be initiated by any of the entities in section 4(a) above. The revisions or deletions will follow the review and approval process described in section 4(b) above.

d). Exceptions

Policy revisions due to the Code of Virginia, Governor's Executive Orders, Virginia Community College Policies, or other state agency policies above the college level may, at the president's discretion, be adapted and approved by the president's staff without College Senate and/or committee review and recommendation.

Minor policy revisions made by president's staff members are not subject to Senate approval. These revisions include, but are not limited to, policy formatting revisions, grammatical corrections, and date changes.

5. RESPONSIBILITIES

The president is the final authority with regard to college policy. The president has the authority to waive, suspend, or alter PVCC policies as necessary to address an emergency situation or extraordinary circumstance.

President's staff members are responsible for identifying areas within their scope of

responsibility that are in need of new or revised policies, for recommending appropriate policies, and for reviewing college-wide policies.

The Office of the Vice President for Finance and Administrative Services will assign policy numbers and post the approved policies to the appropriate section of the PVCC online Policy Manual. This office is also responsible for the distribution and communication of new or revised policies.

Deans and department heads are responsible for assuring adherence to established policies in the conduct of college business. Deans and department heads may issue procedures associated with a policy within their areas or departments and are responsible for the accuracy and timeliness of policies and procedures relating to their areas or departments. This responsibility includes proper notification of changes and updates to these policies and procedures and conducting a review of policies at least annually.

6. CONTENT AND ORGANIZATION

Each policy should use the policy template, which can be found on PVCC Central and include the following information as appropriate

- Policy statement of purpose (required)
- Other general information
- Applicability (an indication of to whom the policy applies)
- Responsibilities
- Definitions (as needed)
- Procedures for implementation (optional)
- Sanctions for violating the policy (required if there are sanctions)
- An indication of the department or office responsible for the policy (required)
- Date of the last review or revision (required)

Policies must be submitted to the Office of the Vice President for Finance and Administrative Services in an editable format (i.e. MS Word).

7. POLICY UPDATES

In March of every odd-numbered year, the Office of the Vice President for Finance and Administrative Services will review policies for date of promulgation. Any policy in its fifth year will be sent to the president's staff so it may review the current relevance and appropriateness. The president's staff may then recommend the policy for revision process, retain it as is, or delete the policy. Retention of the policy will reset the effective date of the policy.