

Policy No. 1-1

Subject: New and Revised Policy

Last Revised: 12/01/2020

Historical Status: 12/01/2020

Division	Policy Manager	Administrative Supervisor	Reference
General Administration	College President	College President	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to establish or revise policies and practices that are consistent with the College mission, values, strategic plans, legislative or agency requirements, and Virginia Community College System (VCCS) policy.

II. PERTINENT INFORMATION

- A. VHCC policies are statements of expectations and requirements regarding College operations and interactions among VHCC stakeholders, including external agencies.
- B. Policy may be developed locally as warranted by operational needs or as a result of changes recommended or required by state, federal, or accrediting agencies.
- C. VHCC policies are subordinate to VCCS policies.

III. DEFINITIONS

- A. Classified Support Staff Association (CSSA): a representative body of full-time or part-time support staff at VHCC.
- B. Executive Order: a substitution for policy issued by the College President that directs specific operations of VHCC for a defined period of time or under specific circumstances. May be issued in lieu of policy due to exigent circumstances and should expire, be rescinded, or be replaced with policy as warranted.
- C. Faculty Senate (FS): a representative body of individuals employed full-time by VHCC as Teaching or Professional Faculty.
- D. President's Advisory Council (PAC): a designated group of College leaders, appointed by the President, who provides input and feedback on issues related to all areas of the College.
- E. President's Cabinet: a working group consisting of the College President and designated direct reports, usually all Vice Presidents.

IV. GENERAL GUIDELINES

- A. This policy applies to all VHCC policies but does not extend to the implementation of Executive Orders, or related policies, procedures, or rules of external agencies, such as state, federal, or accrediting agencies, including the VCCS.
- B. VHCC policy will reflect effective education practice and be consistent with approved VCCS policy.
- C. VHCC policy will be available for review and input by VHCC employees prior to implementation.
- D. All VHCC employees should be familiar with College policies and shall have access to VHCC policies for reference.
- E. All VHCC policies should be regularly reviewed and, where necessary, updated to:
 - 1. Comply with regulatory standards;
 - 2. Reflect best practices; and
 - 3. Produce the intended outcomes.
- F. VHCC policy will be published on the College's website.
- G. Inquiries regarding specific policies should be made to the responsible VHCC policy manager listed in the header of each policy.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority to approve VHCC policy and delegates to the President's Cabinet the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

VII. OPERATING REQUIREMENTS

- A. Proposed new policy or proposed revisions to existing policy may be initiated by the President's Cabinet, the Faculty Senate (FS), Classified Support Staff Association (CSSA), or the President's Advisory Committee (PAC).
- B. Proposed new or revised policy submitted by FS, CSSA, or PAC will be reviewed by the President's Cabinet within 10 working days, and the President's Cabinet will:
 - 1. Reject the proposal and inform the appropriate party;
 - 2. Accept the proposal and inform the appropriate party; or
 - 3. Request additional time for review.
- C. Accepted proposals for new or revised policy will be delegated to the appropriate cabinet member for full development and submission of a draft policy to the President's Cabinet.
- D. Upon approval by the President's Cabinet, the draft policy will be sent to FS, CSSA, and PAC for a comment period of at least 20 working days.
- E. After the comment period, the President's Cabinet may:

1. Revise the draft policy in accordance with the received comments;
 - a. Revisions resulting in material changes to the draft policy shall be resubmitted to the FS, CSSA, and PAC for an additional 20 working days comment period;
 2. Approve the draft policy as written or with minor revisions; or
 3. Reject the draft policy.
- F. The Policy Manager is responsible to submit current, approved policies for publication on the College website.