SECTION 24.1 DEVELOPMENT, REVIEW & REVISION OF COLLEGE ADMINISTRATIVE POLICY AND PROCEDURES

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24.1 Development, Review & Revision of College Administrative Policies and Procedures

I. Scope
Govern the development, review, and revision of the Administrative Services Policies and Procedures Manual. This policy will apply to all Northern Virginia Community College (NVCC) employees (faculty and staff).

II. Roles, Responsibilities and Definitions
   a. NVCC department, unit or office (Responsible Office): Initiates the development of a proposed new administrative policy by providing the AVP of Operations an initial proposal outlining the policy in the College Policy Template.
   b. Associate Vice President of Operations (AVP Operations): Appoints an Administrative Services Policy Manual Coordinator (ASPM Coordinator). The AVP of Operations, will submit policies to the appropriate authority for feedback and approval (if needed).
   c. Administrative Services Policy Manual Coordinator (ASPM Coordinator): Discusses policy content and formatting with assigned NOVA departments, units or offices in regard to policy and procedures that are being created, updated or reviewed by the department. Will assign section number or form number (as needed), and as appropriate, return to the Responsible Office with comments, input, suggestions, etc.
   d. Legal Counsel: As needed will review and suggest edits to ensure compliance with VCCS, the Commonwealth and Federal regulations.

III. Forms
   a. Appendix A—College Policy Template

IV. Policy Statement
Govern the development, procedures, revisions and review of Administrative Policies for Northern Virginia Community College applicable to students, staff/faculty, and the community. Policies should also be in line with the College’s core mission and values. This policy does not apply to internal unit/department processes.

V. Procedure
   a. Development
   Administrative policies are developed when a NVCC department, unit or office initiates the development or update of a proposed administrative policy by providing the AVP Operations an initial proposal documented in the College Policy Template. The proposal provides information in regards to need, effectiveness, best practices, and responsible office.
When the responsible office, usually the subject matter experts, are identified, the creation of a policy is discussed and other offices that have interest or actions in the process or outcome shall be contacted for input and review.

The responsible office will develop the policy in the College Policy Template. The ASPM Coordinator will work with the responsible office to review, suggest and format the policy.

b. Policy Outline

Each administrative policy will have the following standard format as laid out in the College Policy Template. The margins will be “Normal”, being 1” on top, bottom and both sides. The font will be Arial with the size being 12, exceptions apply on the cover page.

The Header for each policy will have the NOVA logo on the left. The subject of the policy and the month and year the Policy goes into effect will on the right side.

The Footer of the policy should note the page number on right.

The cover page will have the title or subject of the policy in a 16 pt. Arial font centered. Beneath that in 12 pt. Arial bold is the Point of Contact for the policy, noting both the phone number and email on the following line.

The cover page should also include a Table of Contents.

Scope – The purpose of the policy including higher authority, law or regulation creating the necessity for the creation of the policy. Any law, guideline, VCCS policy or guideline should be hyperlinked.

Roles, Responsibilities, and Definitions – Identifies the departments and individuals involved in the policy and procedure as well as meanings or interpretations of words or terms specific to the usage in the policy.

Forms – List all referenced forms and hyperlink to the form, not the Forms page.

Policy Statement – The policy statement provides a reason for the policy, including underlying philosophy of the policy and what the policy hopes to accomplish. This section may include a statement of how the policy is related to the institution’s core mission and values. Policy Statements range from 1-2 sentences to a paragraph in length, depending upon the subject matter.

Procedure – The specific actions or steps to be taken to implement the policy. If the procedure for the policy is implemented by a higher authority or governing body (VCCS) then a hyperlink should be created to link to the procedural document or web site. Laws or higher authority policies should
never be summarized, however, portions can be cited, linking to the law or policy.

Policy Review – The responsible office and individuals who are in charge of review and timeline for annual reviews. A paragraph noting dates of significant changes should be included here when they occur.

c. Approval
Upon completion of a final draft, the responsible office should forward the policy to their next level supervisor for review. Should the policy require additional approval, the policy should first be sent to Legal Counsel for review. Once that approval is received, the ASPM Coordinator will submit the policy to the AVP of Operations for review and comments. The policy will then be forwarded for approval by the appropriate authorities. If additional comments or suggestions are raised prior to approval, certain steps listed above may be repeated, as necessary.

All new or updated forms will also be handled in the same manner as stated above.

d. Publication
Upon approval by the appropriate authorities, the Final Version will be published as an electronic copy on the Administrative Services Policy and Procedure Manual website and notification will be made to all Faculty and Staff via the Intercom, which will include a short description of the policy and its purpose.

All new or updated forms will also be handled in the same manner as stated above.

VI. Review
Each administrative policy will be reviewed, at a minimum, every three years or as designated in its policy. When the relevant legal or regulatory environment has changed in such a way that an earlier review is required, the policy will be reviewed as soon as practicable upon notice of the change. If the responsible office determines that the policy must be reviewed outside of the normal, stated timeline to improve implementation and effectiveness, the responsible office must initiate the process for review.

Minor revisions to current NVCC Policies may be made by the responsible office, without a formal approval process. Minor revisions are limited to:

a. Additional or updated references to relevant law, regulations or policy, including hyperlinks;

b. Spelling or grammar errors;

c. Revisions to the policy name or number;

d. Changes or additions to attached forms;
e. Procedural changes that marginally impact policy implementation, but that do not affect policy substance or content;
f. Position/Title changes of personnel.

The responsible office and ASPM Coordinator will review the policy for (1) accuracy of content; (2) application to current College operations; (3) effectiveness; and (4) function and accuracy of hyperlinks and other web based content. If the responsible office and/or ASPM Coordinator determine that additional input is required from members of the College community, they may take the appropriate steps to ensure that review is accomplished.

Where the responsible office and the ASPM Coordinator determine that no revision to the policy is required, the ASPM Coordinator will update the electronic version of the policy on the website to reflect the date of most recent review.
APPENDIX A

TITLE IN CAPS, ARIAL 16 PT BOLD, CENTERED

Point of Contact: Department Title or Position

List Contact Phone and/or:
Email of Department:

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I. Scope
To who or what does the policy apply? For example, all employees, full-time staff and faculty, adjuncts, part time, students, guests/visitors, contractors, etc…all academic departments. What is the purpose?

II. Roles, Responsibilities and Definitions
a. NVCC department, unit or office: list unit, department, college or other pertinent area or position responsible for administering or enforcing policy.

b. College property: means any property owned, leased, or controlled by a member college of the Virginia Community College System and the administrative office of the Virginia Community College System.

III. Forms
a. College Form Name (Form 105-XXX) (hyperlink to the form)
b. List N/A if forms are not applicable to the policy

IV. Policy Statement
The policy statement provides a reason for the policy, including underlying philosophy of the policy and what the policy hopes to accomplish. This section may include a statement of how the policy is related to the institution’s core mission and values. Policy Statements range from 1-2 sentences to a paragraph in length, depending upon the subject matter.

V. Procedure
a. Guidelines
Steps/action taken to achieve policy or be in compliance

b. Policy Outline or Procedure
Each administrative policy will have the following standard format as laid out in the College Policy Template. The margins will be “Normal”, being 1” on top, bottom and both sides. The font will be Arial with the size being 12, exceptions apply on the cover page.

The Header for each policy will have the NOVA logo on the left. The subject of the policy and the month and year the Policy goes into effect will on the right side.

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The cover page will have the title or subject of the policy in a 16 pt. Arial font centered. Beneath that in 12 pt. Arial bold is the Point of Contact for the policy, noting both the phone number and email on the following line.

The cover page should also include a Table of Contents.

c. Approval

Upon completion of a final draft, the Responsible Office should forward the policy to their next level supervisor for review. Should the policy require Administrative Council approval, the policy should first be sent to Legal Counsel for review. Once that approval is received, the ASPM Coordinator will submit the policy to the AVP of Operations for review and comments. The policy will then be forwarded for approval by the responsible Vice President and if necessary, Administrative Council and the President. If additional comments or suggestions are raised prior to approval, certain steps listed above may be repeated, as necessary.

d. Publication

Upon approval by the Vice Presidents/Administrative Council/President, the Final Version will be published as an electronic copy on the Administrative Services Policy and Procedure Manual website and notification will be made to all Faculty and Staff via the Intercom, which will include a short description of the policy and its purpose.

All new or updated forms will also be handled in the same manner as stated above.

VI. Review

Dictate timeline for review process and any particular details that have to be reviewed and by when.