

Policy Procedures: Policy on Policy Development and Review

Procedure Number: 101P

Contact Information: Office of the President

Last Reviewed: 09/22/2023

1. Policy Document Format

- a. NOVA policies are written and maintained in the following format to provide consistency, enable end-user readability, and enable effective review.
- b. Header to include the following information:
 - i. Policy Title
 - ii. NOVA Policy Number
 - iii. Responsible Office(s)
 - iv. Subject
 - v. Related Policies
 - vi. Forms
 - vii. Additional Information
 - viii. Effective date
 - ix. Last date reviewed
- c. Section 1: Scope. The subject matter of the policy; the population to whom the policy applies; and when appropriate, identification of the law, regulation, or policy causing the necessity for the NOVA policy.
- d. Section 2: Policy Statement. A philosophy, position, rule, regulation, or guideline statement.
- e. Section 3: Definitions. Meanings or interpretations of critical words or terms specific to their usage in the policy or procedures.
- f. Section 4: Procedures. The specific actions to be taken to implement the policy. This is a separate document linked to the policy for easy reference.
- g. Section 5: Authority. Related policies, regulations, and laws that provide NOVA with the authority or establish a need to enact its own policy.

2. Development and Revision of College Policies

- a. A new or revised policy is proposed to the Administrative Council member representing the Responsible Office. Changes in law or in DHRM or VCCS policy may also require the development, revision, or deletion of NOVA policies. NOVA will not create policies that duplicate existing VCCS, DHRM, or other state policies.
- b. The Responsible Office conducts the initial holistic review, and as subject matter expert, determines if the new or revised policy is necessary.
 - i. If so, the Responsible office creates the draft policy. In drafting a new or revised policy, the Responsible Office ensures the policy aligns with NOVA's mission and values and does not create any undue barriers and inequities for students, faculty, or staff.
 - ii. If the Responsible Office does not support the creation of a new or revised policy, it explains this decision in writing to the Administrative Council member, for dissemination to the proposer.

- c. The draft policy advances to the Policy Liaison, the President's Chief of Staff, to update the tracking system.
- d. The Policy Liaison submits the draft to the Office of System Counsel for legal review.
- e. The Office of System Counsel returns the reviewed draft to the Policy Liaison and to the Responsible Office with any recommended/required changes.
- f. The Policy Liaison initiates a 15-day comment period through an online portal for the NOVA community to provide feedback.
- g. Simultaneously with (f), the Responsible Office shares the draft policy with College Senate for review. The College Senate provides its collective feedback to the Responsible Office within 30 business days from receipt of the draft policy.
- h. The Policy Liaison monitors the feedback portal and provides all comments to the Responsible Office for consideration.
- i. The Responsible Office has 15 business days to revise the policy based on feedback and comments from the NOVA community and the College Senate; provide a final version of the policy to the NOVA community via the Daily Flyer, including a summary of changes; and submit the final draft to the Administrative Council for final action.

3. Policy Approval

- a. The Administrative Council member(s) with responsibility for the subject matter of the proposed policy presents the proposed policy to the Administrative Council for review and approval.
- b. If required, the policy will be forwarded to the NOVA Board for its review and action at its next scheduled public meeting.
- c. When the policy is approved, the President signs the policy document and enters the effective date.
- d. The Policy Liaison maintains a signed copy of the approved version of the policy and procedures (if applicable).
- e. The Responsible Office maintains a file that contains relevant backup materials applicable to the development of each new or revised policy and procedure. Included in that file are copies of the various drafts, comments resulting from their review and revision.

4. Review and Updating of NOVA Policies and Procedures

- a. Each NOVA policy and its associated procedures are reviewed every five years or more frequently as needed. The review ensures that the policy remains consistent with requirements of VCCS and DHRM policy, state and federal law, and that the policy and procedures are appropriate, effective, and aligned with the college's mission and values. Each review includes a recommendation regarding the frequency of subsequent reviews based on the nature of the policy and procedures and their susceptibility to change.
- b. NOVA Policies will be deleted if they are made redundant by a VCCS or state policy.

5. Publication of Policies and Associate Procedures

- a. Within two weeks of approval by the Administrative Council, the Policy Liaison provides the approved policy to the Web Services and Digital Media Office for posting on the College Policies web page. The Responsible Office is responsible for communicating new or changed policies within two weeks of approval (e.g., via the Daily Flyer). These announcements should briefly describe the policy and refer readers to the NOVA website for the actual policy and procedures (if applicable).

6. Location and Accessibility of NOVA Policies

- a. The NOVA website contains the most current approved version of all College policies with links to applicable procedures and forms. The documents on the College Policies web page constitute the only official College-wide policies.
- b. To ensure consistency throughout NOVA, individual departmental web sites may not contain separate copies or versions of College policies or applicable procedures. Instead, departmental web sites that reference College policies and procedures must use hyperlinks to the documents on the official NOVA College Policies web page.
- c. Policies exist only at the College level. Departments and Offices may establish procedures for decision-making to ensure consistency. These should be published to the websites associated with the Departments and Offices or on the NOVA intranet, depending upon their audience.

7. List of Policies and Procedures

- a. The Policy Liaison maintains the master list of policies and policy numbers. The College Policies web page lists all policies by name and number. Policies are assigned a number according to the following system:
 - 100 General College Policies
 - 200 Academic Policies
 - 300 Administrative Policies
 - 400 Human Resources Policies
 - 500 Information Technology and Communications Policies
 - 600 Student Policies

Definitions

Policy Liaison: The College administrator who coordinates the policy development and review process, maintains records related to the development and revision of College policies, and maintains the masterlist of current approved College policies.

Policy: A statement of management philosophy and direction, established to provide guidance and assistance to the NOVA community in the conduct of College affairs. College policies typically address operational expectations across all administrative and academic units of the College, and/or compliance with applicable laws and regulations.

Procedures: A set of specific actions to be taken for the orderly implementation of policies. Typically, approval authority for a procedure rests with the Administrative Council member(s) responsible for the functional area addressed by the policy being implemented.

Responsible Office: The College Office charged with ownership of a specific policy and the point of contact for members of the College community regarding the policy. The Responsible Office must be at the Administrative Council level. Responsible Office initiates the policy, participates in its development, follows established procedures for obtaining its approval, and implements the policy. The Responsible Office ensures accuracy of content and reviews the policy on a regular schedule.

Stakeholder: A College office, department, or unit with a notable interest in the subject matter or outcome related to a proposed policy.