Policy Management:
Adoption of New College-Wide Policy
and Revision of Existing Policy

Policy Defined

A College Policy is a standard that has been officially sanctioned by the President of the Providence College and that generally has College-wide applicability. A policy (1) may include governing principles; (2) it may either mandate or constrain action; (3) it may ensure compliance with laws; and/or (4) it may mitigate the College's risk.

Many departmental or divisional procedures, guidelines, requirements, and operating principles, although useful and important, do not meet the above criteria; therefore, they are not deemed to be College-wide policies and should be distinguished from College-wide policies. Governing and operating guidelines that have narrower application than College-wide policies, for example those adopted by and applicable to the College's schools, divisions and departments, must not conflict with College-wide policies; in all cases, College-wide policies will supersede school, divisional, and departmental policies.

Approval Process for General, College-Wide Policies

All College policies must be promulgated in accordance with the standards and procedures set forth herein. As deemed necessary, the President may establish policy on a temporary, interim basis, bypassing the procedures set forth below; however, interim policy will expire twelve months after the date of issuance. During the twelve-month duration of time in which the interim policy is in effect, the procedures outlined below may be followed in order to render the interim policy, or a variation thereof, permanent in nature.

1. An individual, committee, department, or division identifies the policy issue, or the need for revision to existing policy, and develops a proposal. The individual, committee, department, or division will study the issue, and, after discussion and consultation with, and input from, appropriate individuals, departments, committees and/or groups, create a draft version of the proposed policy or the proposed revision to existing policy.
2. The proposed draft policy (or draft revision to existing policy) will be submitted to the appropriate Vice President for review, comments and suggestions. After review, the Vice President will decide whether to remand the draft with specific instructions, or to bring the draft policy/draft revision forward to the President and his Cabinet for further consideration.
3. The final draft document shall be in the format specified pursuant to the College's Template for Drafting Policy. The President's Cabinet will decide whether to deny the final draft policy; to adopt the final draft policy as submitted or with revisions; or, to appoint an individual, *ad hoc* or existing committee to further study the issue and develop a final draft policy document for re-submission to the President and his Cabinet.

4. After the President and his Cabinet approve the final draft policy document, there will be a 30-day "review and comment" period during which members of the community impacted by the policy will have an opportunity to provide feedback to the President and his Cabinet before final adoption.
5. After the President and his Cabinet consider the feedback received during the review and comment phase of policy adoption, they will (a) remand the draft policy with feedback for further consideration, (b) make changes to the draft policy before final adoption, or (c) make no changes to the draft policy before final adoption.
6. The final policy document will be officially published to the College community pursuant to the President's instructions, posted to the College's Web site (via the Office of the General Counsel Web page), and incorporated into the College's General Policy Manual.

Template for Drafting Policy

Introduction: A policy is a clear and concise statement that articulates the College's position on a particular topic or issue. Items listed below should be included with proposals for new policy and substantive revisions to existing policy.

1. Policy Title
2. Date Submitted
3. Submitted by [name/department] and Contact Information [telephone number and e-mail address]
4. State whether the proposal is for a new policy or a revision to existing policy. If a revision, the existing policy must be submitted and attached to the proposal, and the proposal should specifically reference the existing policy language under review.
5. Applicability (College-wide, Students, Faculty, Staff and Administrators)
6. Oversight Department/Division for Questions, Monitoring, Alleged Violations
7. Reason for Policy (e.g., to comply with a legal/agency requirement, to prohibit or mandate particular behavior)
8. Proposed Policy Document
    a. Policy Statement
    b. Definition of Terms (if necessary)
    c. Procedures/Guidelines and Related Information (as necessary, including whether other policies are related and/or may be in conflict with the new or revised policy)
    d. Effective Adoption/Revision Date

Procedures and Guidelines to Accompany Policy

In order for a policy to be clearly understood and implemented as intended, procedures or guidelines may be adopted and incorporated by reference as a supplement or link to the corresponding policy document. A policy statement and its procedures or guidelines may be merged into one document.

Notification and Publication of Policy

Members of the College community will be notified of new College-wide policies and substantive revisions to existing policies in a timely manner. All members of the College community are responsible for becoming familiar with College policies and are encouraged to review the General Policy Manual.

Official College policies will be published electronically in a General Policy Manual at the Office of General Counsel webpage; the Manual will be updated as necessary. Departmental Web pages must link to the official Providence College policy Web site instead of posting their own versions of the approved policy.

Electronic and print versions of official College publications – for example, the Student Handbook, the Faculty Handbook, the Staff Handbook, the College Catalog – reference either in full or in part many of the College's policies. The omission of particular policies from any of the College's official publications does not exempt any member of the College community from the responsibility to be knowledgeable about and compliant with all College policies.

Policy Management

The President has designated responsibility for management of the internal policy process to the Office of General Counsel. The Office of General Counsel will maintain a policy manual and establish a calendar for periodic review of all policies.

Effective Date: May 1, 2008
Revised Date: November, 2009