

New River Policy



POLICY NAME	New River Policy Criteria		POLICY NO.	NR1.1
RESPONSIBLE OFFICE	Administration Human Resources	EFFECTIVE DATE	04/06/2006	DATE APPROVED 09/03/2020
DATE OF LAST REVISION	02/28/2020	DATE OF NEXT REVIEW	02/28/2023	

SCOPE

This policy applies to all faculty, staff and students at the College.

This policy applies to all new College policies that are drafted and adopted after the effective date of this policy, and to existing College policies as they are revised after that date.

Compliance – Legislative Rule

WV Code § 18B-1-6(c)(3) - 133CSR4 - Title 133 Series 4 – Rules and Administrative Procedures
Each institution's governing board shall adopt a rule that outlines the rulemaking process at that institution pursuant to this rule and West Virginia Code.

West Virginia Code 18B-2A-4 sets forth powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state. This document enumerates those powers, duties and responsibilities that the Board of Governors of New River Community and Technical College wishes to retain for itself and those that it chooses to delegate to the President of the College. Given its legal responsibility for the institution, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities that are delegated to the President represent the day-to-day operation of the institution and reflect the implementation of policy.

POLICY STATEMENT

Policies support the College's mission by establishing clear and well understood standards for individual conduct, clarifying institutional expectations, promoting compliance with law, mitigating risk, and supporting productivity.

This policy governs the protocols for development, adoption, management, amendment or repeal of rules, guidelines, procedures and policy statements by the College that pertain to daily operation and management of the institution.

No rule shall be adopted, amended, or repealed by a governing board without the appropriate provisions in this rule and its own rule on rules being met.

PURPOSE

Policies are critical to maintaining an environment that fosters excellence, integrity, and accountability. In order to promote accessibility to current policies, as well as consistency and clarity of content, this policy establishes governing principles for the classification, development, review, revision, approval, management, and dissemination of New River Policies.

GENERAL PROVISIONS

This policy will define the criteria that constitutes a rule, policy and /or procedure that will be approved and governed by New River Community and Technical College.

TERMS AND DEFINITIONS

TERM	DEFINITION
Responsible Office	The office or unit with primary responsibility for administering a particular policy, and thus, is responsible for proposing new policies (i.e. within the appropriate subject matter area), reviewing an existing policy, answering inquiries about a specified policy, and collecting input and feedback from campus constituents on all aspects of proposed or existing policies. Ideas for new policies and modifications to existing policies should first be provided to the Responsible Office, or Human Resources if the Responsible Office is unknown or unidentified. The "Responsible Office" may also be responsible for monitoring the effectiveness and ensuring compliance with a policy.
College Policy (New River Policy)	A statement of College principle or intent that deals solely with the internal management and responsibilities of a unit, division or department to guide decisions and achieve rational outcomes. This may also be implemented as a procedure or protocol. Regulations, guidelines or policies established for individual units, divisions, departments or schools of the institution, which deal solely with the internal management or responsibilities of a single unit, division, department or school or with academic curricular policies that do not constitute a mission change for the institution.
Administrative Department Procedure (ADP)	Regulations, procedures, step-by step instructions or policies established for individual units, divisions or departments. ADPs are maintained by each individual doing the job, approved by the owner of the process (VP, Dean, Academic Division Chair, Directors, or Supervisor) and may be maintained centrally for review in conjunction with training, and supporting documentation. ADPs are maintained as part of an employee/department manual and not subject to the approval process of this policy.
Policy Template	To ensure consistency, a standard policy template has been created. Use of the standard policy template facilitates the adoption of clear, concise policies and procedures throughout the College. The format will identify the Responsible Office, Policy Owner, Next review date, Approval authority, the office responsible for ensuring policy compliance, etc. All policies should conform to the template and all sections must be included. If a section does not contain any information or is not applicable, the drafter should put "N/A" under the section heading. Policy numbers will be assigned by the in consistency with the New River Community and Technical College Classification Table. Please refer to the Associated Forms section of this Policy for the official Policy Template. (Attachment A)

SECTION 1: CLASSIFICATION

The classification and numbering of rules, guidelines, procedures and policy statements will be consistent with the New River Community and Technical College Classification Table. **(Attachment B)**

SECTION 2:**2.1 Review and Oversight**

2.1.1 The cabinet-level administrators and/or their designees are responsible for coordinating with the President or the President's designee for the development of new or review of existing policies to insure compliance with applicable laws, rules and regulations; to avoid duplication or overlap of existing rules, procedures or policy statements; and to retain documentation case files of Policy Proposal Forms falling within their respective areas of responsibility. **(Attachment C)**

2.1.2 The cabinet-level administrators and/or their designees responsible for oversight of an approved policy will establish an internal system for periodic review, revision and/or cancellation. The last review date will be printed on the Policy Proposal Form prior to approval. **(Attachment D)**

2.1.3 The Human Resources Office will be responsible for operational management of the Policy Proposal System which will include draft, revision or assistance with revision of policies; adherence to format and to good editorial standards; maintenance of master reference (e.g., position titles); and distribution of proposals.

EXCEPTIONS/EXCLUSIONS

Administrative Department Procedures are not governed by this policy.

REVIEW

This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend that the policy be amended or repealed.

APPROVAL SIGNATURES



9/14/2020

Board of Governors Chair

Date

DocuSigned by:



President

Date

RELATED POLICIES, OTHER REFERENCES AND ADDITIONAL NOTES

ASSOCIATED FORMS

Policy Template
Policy Classification Table
Policy Proposal Form
Policy Approval Flowchart

HISTORY	
REVISION DATE	DESCRIPTION OF CHANGE
2/28/2020	This policy is an expansion of BOG1.1 as it relates to College Policies (New River Policies) and replaces New River Procedure 36. This policy clarifies the criteria for the types of College Policies and the process for approval.

New River Community and Technical College expects all faculty, staff and students to be familiar with and adhere to all applicable college policies.

**In addition, the Faculty Handbook, Non-classified Employee Handbook and Classified Employee Handbook contains additional policies that pertain only to Faculty members and employees. Similarly the Student Handbook contains some policies that pertain only to students.