

Title: Development, Oversight, and Publication of Policies	Type: Key Institutional
No: KI 1000	Approval Date: Rev. 1, 1-4-2017; Original, 10-23-2013
Responsible Office: VPAA/Provost	Approved By: Rev. 1, Policy Comm & VPAA; Original, VPAA, P&BC, President
Next Review:2021	Revision No: 1, 1-4-2017, CLA Governance and establishment of Administrative Council/Policy Committee.

## I. Purpose/Introduction/Rationale

Policies at Rollins College are designed to align with the College’s mission and institutional plan, clarify expectations for the community and stakeholders, enhance efficiency and effectiveness, and support the College's compliance with government laws, regulations, and accreditation requirements. Policies at Rollins are well publicized and intended to be widely understood. Effective fall 2013, a uniform review and approval process, and a policy template, were implemented for Non-Academic Policies. Academic Policies remain the domain of the appropriate faculty governance entities. Policies of the College are not to be considered contractual in nature and are subject to change at any time as new policies are issued or current policies are updated.

## II. Definitions

A policy is a statement of administrative or governance philosophy established to provide direction and assistance to the College community when conducting College business or activities that directly and substantially affect the operation of units, departments, or divisions (see IV, below, for examples). Policies establish operating guidelines for the College and must not conflict with the College Charter or Bylaws, government regulations or laws, or accreditation requirements under which the College is obligated to operate.

*Non-Academic Policy* changes required for conformity to government laws or regulations, or non-substantive changes to the application of existing policies need only be reviewed and approved by the appropriate Vice President;\* changes that impact the ways in which the business of the College is conducted must be approved following the procedure noted in Section III, below. *Academic Policy* changes required for conformity to government laws or regulations, or non-substantive changes to the application of existing policies, need only be reviewed and approved by the Executive Committee of the College of Liberal Arts (CLA), which also oversees academic matters for the College’s Hamilton Holt School (Holt); or, in the case of the Crummer Graduate School (Crummer), the faculty operates as a committee of the whole and must approve such changes. Changes that affect the ways in which the academic or faculty business of the College is conducted, as determined by the Vice President for Academic Affairs and Provost (VPAA/Provost) in consultation with the Faculty Executive Council, must be also be approved by the relevant faculties as a whole.

*Non-Academic Policies* with campus-wide application at Rollins College comprise Key Institutional, Admission and Financial Aid, Athletics, Business and Finance (including information technology and/or campus safety), Human Resources, Institutional Advancement, and Student Affairs policies. *Academic Policies* comprise those of CLA, including Holt, or Crummer that impact academic, curricular, or faculty matters, excluding those requiring approval of the College’s Administrative Council, Board of Trustees, and/or President (see Section III: Procedure/Application, next page).

The College’s *Policy Committee*, a cross-campus group appointed by the President and Vice Presidents, reviews policy recommendations with appropriate administrators prior to submitting recommendations to the President’s Cabinet for review.

\*The appropriate Vice President may be the President in the case of units reporting directly to the President.

### III. Procedure/Application

Development and oversight of *Non-Academic Policies* are governed by this policy on *Development, Oversight, and Publication of Policies*. Development and oversight of *Academic Policies* are governed by respective Faculty Bylaws, developed and approved by faculty, and implemented by the administration in consultation with the faculty, as delegated by the College's Board of Trustees (*Trustee Bylaws*, Article IV).

#### **A. Policy Criteria**

Every Rollins College policy must meet the following criteria:

- aligns with College Charter, Bylaws, mission, and current institutional plan;
- serves as or codifies a governing principle or philosophy that mandates or constrains actions;
- ensures compliance with government regulations or external accreditation standards;
- reduces institutional risk; and
- is approved as described in Item D (below).

#### **B. Drafting Policies**

College policies are required to contain the following information:

- policy title clearly defining the subject;
- effective date of implementation;
- policies superseded (if applicable);
- office/Vice President/governance body responsible for policy and its review/revision;
- policy statement;
- procedures, if any, that are needed, to implement or apply the policy;
- information on related policies and/or applicable College publications;
- appendices providing supplemental information, templates, or further guidance; and
- approval verification from the appropriate Vice President and President for Non-Academic Policies or minutes of appropriate faculty governance bodies noting approval for Academic Policies.

#### **C. Numbering of Policies**

Effective with the 2013-2014 academic year, an institutional policy numbering system corresponding generally to areas of responsibility for each College Vice President was established. As existing policies are reviewed and new policies established, corresponding numbers will be assigned following this system. Policy areas for Rollins College include the following.

1000	Key Institutional (KI)
2000	Academic (AC)
3000	Admissions (AD)
4000	Financial Aid (FA)
5000	Athletics (AL)
6000	Business and Finance (BU)
7000	Human Resources (HR)
8000	Institutional Advancement (IA)
9000	Student Affairs (SA)

#### **D. Approval of Policies and/or Revisions to Policies**

##### **1. Non-Academic Policies.**

Any policy that requires a notification to or request for approval of a substantive change from regional or external accrediting agencies must also comply with the College's Substantive Change Policy, available at <https://rpublic.rollins.edu/sites/IR/SitePages/Policies.aspx>. Policy changes required for conformity to government laws or regulations, or non-substantive changes to the application of existing policies need only be reviewed and approved by the appropriate Vice President.\*

Review and approval of new, or revisions to existing, *Non-Academic Policies* follows the process outlined in steps a.-e. that follow.

- a. The division, department, or unit manager consults with his/her Vice President,\* for approval to submit a policy.
  - b. The division, department, or unit manager then prepares a policy draft using the Proposed Policy Template (attached) and submits it electronically to his/her Vice President,\* who submits it to the College Policy Committee for comment.
  - c. The College Policy Committee reviews the policy and passes any recommendations on to the President's Cabinet for final review and approval.
  - d. If the President's Cabinet suggests revisions, the responsible Vice President\* considers such, incorporates as appropriate, and forwards the document to the President for final consideration.
  - e. Once approved by the President, the policy is forwarded to the sponsoring Vice President\* for implementation, and to the Assistant Provost for Institutional Effectiveness for dissemination, and publication.
2. Academic Policies.

In certain cases, the College's Policy Committee, Board of Trustees, and/or President must approve new academic policies and/or revisions to existing academic policies including those relating to, faculty employment, compensation, tenure, promotion, and post-tenure review and expectations procedures.

Any policy that requires a notification to or request for approval of a substantive change from regional or external accrediting agencies must also comply with the College's Substantive Change Policy, available at [www.rollins.edu/ir/collegepolicies](http://www.rollins.edu/ir/collegepolicies).

Policy changes required for conformity to government laws or regulations, or non-substantive changes to the application of existing policies need only be reviewed and approved by the Executive Committee of CLA or, in the case of Crummer, the faculty operates as a committee of the whole and must approve such changes. Changes that affect the ways in which the academic or faculty business of the College is conducted, must be approved by the relevant faculties.

Review and approval of new, or revision of existing, Academic Policies follows the process outlined in steps a.-e. that follow.

- a. A department, division, governance committee, or individual faculty member meets with the appropriate Dean for preliminary consultation regarding approval to establish a new policy or revise a current policy.
- b. After consultation, the policy is drafted using the Proposed Policy Template (attached).
- c. The proposed policy is submitted to the appropriate committee of the appropriate governing faculty body for approval.
- d. The policy is forwarded to the executive committee of the appropriate governing faculty body or bodies, in the case of a decision affecting faculty or students of the appropriate college or school, for review and approval. If required, as determined by the faculty executive committee(s)/council, the policy is forwarded to all members of the appropriate faculty(ies) for approval.
- e. Approval of either the executive committee/council, or full faculty(ies), shall be noted in the minutes of the approving body(ies). Approved minutes articulating the final policy are forwarded by the appropriate governing body(ies) to the VPAA/Provost, appropriate Dean(s), and/or staff for distribution, publication, and implementation as required. The VPAA/Provost notifies the President's Staff as necessary.

*\*The appropriate Vice President may be the President in the case of units reporting directly to the President.*

#### **E. Review of Policies**

As a means of ensuring that College policies are clear, accurate, and meet the purposes for which they were intended, the Vice Presidents and Faculty Governance body(ies) of the colleges and schools will review policies pertinent to their areas of supervision on a regular basis, at least once every five years. If this regular review indicates that new policies or revisions to existing policies are needed, the respective Vice President or Faculty Governance body(ies) will initiate those changes or new policies through the procedures established by this policy or through the appropriate faculty governance entity.

#### **F. Policy Archives**

The Vice Presidents and Faculty Governance body(ies) of the College will maintain archival records of policies pertinent to their areas of supervision, including documents pertaining to approval, prior versions, and all revisions.

### **IV. Related Policies or Applicable Publications**

Policies of the College are not to be considered contractual in nature, are published as listed below, and are subject to change at any time as new policies are issued or current policies are updated. Policies of the College are published electronically on the Rollins College Policy Website, but may also appear on other College websites and in various print publications.

#### ***Non-Academic Policies***

Key Institutional Policies are published electronically on the Rollins College Policy Website.

<https://rpublic.rollins.edu/sites/IR/SitePages/Policies.aspx>

Admission and Financial Aid Policies are available electronically on the following websites.

Admission, A&S/CPS - <http://www.rollins.edu/admission/admissioninfo/index.html>

Holt - <http://www.rollins.edu/holt/application/>

Crummer - <http://www.rollins.edu/mba/admissions/index.html>

Financial Aid - <http://www.rollins.edu/admission/financial-aid/index.html>

Athletic Policies are published electronically on the department's NCAA Compliance website.

[http://www.rollinssports.com/ViewArticle.dbml?DB\\_OEM\\_ID=19500&ATCLID=1549375](http://www.rollinssports.com/ViewArticle.dbml?DB_OEM_ID=19500&ATCLID=1549375)

Business and Finance Policies may be found in electronic format on appropriate unit websites.

Bursar - <http://www.rollins.edu/bursar/>

Business Services - <http://www.rollins.edu/bizserv/>

Campus Safety and Security - <http://www.rollins.edu/safety/index.html>

Facilities Management - <http://www.rollins.edu/facilities/>

Finance - <http://r-net.rollins.edu/finance/>

Information Technology - <http://r-net.rollins.edu/it/policies/index.html>

Property Management - <http://www.rollins.edu/propertymanagement/>

Scheduling and Events Services - <http://www.rollins.edu/ses/>

Human Resources/Risk Management Policies are published electronically on the Human Resources website.

<http://www.rollins.edu/hr/policies/docs/index.html>

Institutional Advancement Policies are published electronically on the following websites.

<http://www.rollins.edu/giving/ways-to-give/>

Office of Marketing and Communications <http://www.rollins.edu/marketing-communications/>

Student Affairs Policies are published electronically in the Code of Community Standards (CLA student handbook), Holt School student handbooks, Crummer School student handbooks, and/or the Faculty Handbook on the following websites. Other Student Affairs policies are on the College's Policy Website, see link below.

Rollins College Code of Community Standards <http://www.rollins.edu/csr/policies/code.html>

Rollins Evening Student Handbooks

Undergraduate - <http://r-net.rollins.edu/holt/forms/studenthandbook.pdf>

MAC Program - [http://r-net.rollins.edu/holt/forms/MAC\\_Student\\_Handbook.pdf](http://r-net.rollins.edu/holt/forms/MAC_Student_Handbook.pdf)

Crummer Student Handbooks

<http://r-net.rollins.edu/mba/student-services-advising/student-handbook.pdf.pdf>

<http://r-net.rollins.edu/mba/EDBA%20Student%20Handbook%202013-2014.pdf>

Rollins College Policy Website - <https://rpublic.rollins.edu/sites/IR/SitePages/Policies.aspx>

### ***Academic Policies***

Policies impacting curricular and faculty matters are published electronically in the College Catalogue (CLA), Holt School Undergraduate or Graduate Catalogs, and/or the Faculty Handbook.

College Catalogs

College of Liberal Arts - [www.rollins.edu/catalogue/](http://www.rollins.edu/catalogue/)

Holt Undergraduate - [r-net.rollins.edu/holt/catalogs/UndergraduateCatalog.pdf](http://r-net.rollins.edu/holt/catalogs/UndergraduateCatalog.pdf)

Holt Graduate - [r-net.rollins.edu/holt/catalogs/GraduateCatalog.pdf](http://r-net.rollins.edu/holt/catalogs/GraduateCatalog.pdf)

Crummer School - <http://r-net.rollins.edu/mba/student-services-academic-advising.html>

Faculty Policies

All College Faculty Bylaws - <http://www.rollins.edu/provost/faculty-governance/index.html>

College of Liberal Arts Bylaws - <http://www.rollins.edu/provost/faculty-governance/index.html>

Crummer Graduate School Bylaws - <http://www.rollins.edu/provost/faculty-governance/index.html>

Faculty Handbook - <http://www.rollins.edu/provost/faculty-governance/index.html>

## **V. Rationale for Revision**

Revision 1, 1-4-2017, to update for College of Liberal Arts (CLA) governance changes, replacement of the College's, former Planning and Budget Committee with the College's Administrative Council, and establishment of the College's Policy Committee.

## **VI. Appendices**

Proposed Policy Template.



**ROLLINS  
POLICY**

<b>Title:</b>	<b>Type</b>
No:	Approval Date:
Responsible Office:	Approved By:
Next Review:	Revision No:

### I. Purpose/Introduction/Rationale

### II. Definition

### III. Procedure or Application

A.

- 1.
- 2.
- 3.

B.

- 1.
- 2.
- 3.

### IV. Related Policies or Applicable Publications

*See also: [please provide information on related College policy or publications, if applicable]*

### V. Effective Date

This policy is effective [add effective date here] and supersedes all previously issued versions.

### VI. Appendices/Supplemental Materials

*[if applicable]*

### VII. Rationale for Revision

*[if applicable]*