



# ROLLINS COLLEGE POLICY

Title: Development, Oversight, and Publication of Policies	Type	Key Institutional
No: KI 1000	Approval Date: 12-12-2022	
Responsible Office: VPAA   Provost	Reviewed By: VPAA   Provost, 10-19-2022; CLA Faculty Executive Committee, 10-20-2022; Crummer Faculty, 11-10-2022; College Policy Committee, 11-21-2022; President’s Cabinet, 12-12-2022; Approved By: President, 12-12-2022	
Next Review: 2028	Revision No: 2; See <a href="#">Section VII</a> for Revisioning History	

## I. Purpose/Introduction/Rationale

Rollins College policies are designed to align with the College’s mission and strategic plans, clarify expectations for the community and stakeholders, enhance efficiency and effectiveness, and support the College's compliance with government laws, regulations, and accreditation requirements. The College’s policies 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 section 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 affecting 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 also be approved by the relevant faculties.

**Non-Academic Policies** with campus-wide application at Rollins College comprise Key Institutional (KI), 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, 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.

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

### **III. Procedure or Application**

Development and oversight of ***Non-Academic Policies*** are governed by this policy. 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 (*Bylaws of Rollins College*, Article IV).

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

Every Rollins College policy must meet the following criteria:

- aligns with College Charter, Bylaws, mission, and current strategic plan(s);
- 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/or 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 are 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)
1100	Data Governance (DG)

#### **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 [College Policy KI 1002 Substantive Change Policy](#) (click link to access).

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 [College Policy KI 1002 Substantive Change Policy](#) (click link to access).

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, where the faculty operates as a committee of the whole, the full Crummer faculty.

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 College's Policy Template (attached).
- c. The proposed policy is submitted to the applicable committee of the appropriate governing faculty body for approval.
- d. In the case of a decision affecting faculty or students, the policy is forwarded to the Executive Committee of CLA or, in the case of Crummer, where the faculty operates as a committee of the whole, the full Crummer faculty, for review and approval. If required, as determined by the CLA Executive Committee(s) or Faculty Executive Council, the policy is forwarded to all members of the CLA faculty for approval.
- e. Approval of either the CLA Executive Committee/Executive 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 Cabinet as necessary.

## 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

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. These policies are published on the [Rollins College Policy website](#) (*click link to access*), but may also appear on College websites or in various print media.

### **Non-Academic / Administrative Policies**

**Key Institutional Policies** are published electronically on the [Rollins College Policy website](#).

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

- [College of Liberal Arts Admission](#)
- [Holt, Professional Advancement \(Undergraduate Programs\)](#)
- [Holt, Graduate Programs](#)
- [Crummer Graduate School Admission](#)
- [Financial Aid – All Programs](#)

**Athletic Policies** are published electronically on the [Rollins NCAA Compliance website](#).

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

- [Campus Safety and Security](#)
- [Facilities Management](#)
- [Finance](#)
- [Information Technology](#)
- [Property Management](#)
- [Purchasing](#)
- [Scheduling and Events Services](#)
- [Student Account Services](#)

**Human Resources/Risk Management Policies** are published electronically on the [HR Policies website](#).

**Institutional Advancement Policies** are published electronically on the [Institutional Advancement website](#).

**Marketing and Communications Policies** are published electronically on the [Marketing and Communications website](#).

**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, links provided below.

- [Rollins College Code of Community Standards](#)
- Hamilton Holt (Rollins Evening) Student Handbooks
  - [Professional Advancement \(Undergraduate\)](#)
  - [Master of Clinical Mental Health Counseling Program](#)
- Crummer School Student Handbooks
  - [Masters Students](#)
  - [Doctoral Students](#)

Other Student Affairs policies can be found on the [Rollins College Policy website](#).

### **Academic Policies:**

Policies impacting curricular and faculty matters are published electronically in the College of Liberal Arts (CLA) Catalog, Holt School Professional Advancement (Undergraduate) Catalog and Graduate Studies Catalogs, Crummer Student Handbooks, and/or the Faculty Handbook.

## **College Catalogs**

- [College of Liberal Arts Catalog](#)
- [Holt Professional Advancement \(Undergraduate\) Catalog](#)
- [Holt Graduate Studies Catalog](#)
- [Crummer Graduate School of Business Student Handbooks](#)

**Faculty Policies** can be found on the following websites.

- [College of Liberal Arts Bylaws](#)
- [Crummer Graduate School Bylaws](#)
- [All Faculty Bylaws](#)
- [Faculty Handbook](#)

## **V. Appendices/Supplemental Materials**

Rollins College Policy Template

## **VI. Effective Date**

This policy is effective December 22, 2022, and supersedes all previously issued versions.

## **VII. Rationale for Revision(s)**

Rev. 2, 12-12-2022, required five-year review and non-substantive updates for currency, e.g., website links and new numbering sequence for Data Governance.

Rev. 1, 1-4-2017, updates for College of Liberal Arts (CLA) governance and name 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.

Original Approval, 10-23-2013



# ROLLINS COLLEGE POLICY

Title:	Type	
No: XX XXXX		Approval Date: X-XX-XXXX
Responsible		Reviewed By: VP Academic Affairs & Provost, XX-XX-XXXX; CLA Curriculum Committee, XX-XX-XXXX; CLA Executive Committee, XX-XX-XXXX; CLA Faculty, XX-XX-XXXX; Crummer Faculty, XX-XX-XXXX; College Policy Committee, X-XX-XXXX; President's Cabinet, X-XX-XXXX; Approved By: President, X-XX-XXXX
Next Review: XXXX		Revision No: X; See <a href="#">Section VII</a> this document for revisioning history.

## I. Purpose/Introduction/Rationale

## II. Definitions

## III. Procedure or Application

## IV. Related Policies

## V. Appendices/Supplemental Materials

## VI. Effective Date

This policy is effective XXXXXX XX, XXXX, and supersedes all previously issued versions.

## VII. Rationale for Revision(s)