Institutional Governance
Mount Holyoke College
Policy on Administrative Policies (Final)

Approved: Officers   **Date Established:** April 6, 2016

Responsible Office: VP for Finance and Administration   **Date Last Revised: N/A**

Responsible Administrator: VP for Finance and Administration

Statement

In the face of increasing government regulation and scrutiny, the College will be best served by having a clear and consistent process by which it proposes, develops, approves and disseminates its college-wide policies.

Scope / Responsibilities

This policy applies to all college-wide policies written, revised or moved to a web site after the date that this policy was approved. This policy does not apply to those policies or procedures that are created by an individual department for internal departmental guidance.

- All departments and divisions must comply with this Policy with respect to the development of college-wide policies
- Each division vice president has the authority to enforce the policy
- Oversight of the policy will be a shared responsibility of the Compliance Committee and the division vice presidents
- The Compliance Committee will implement the policy

Policy

Policies presented in a standard format promote the College's mission, maintain accountability, and provide the College community with a clear explanation of how College activities must be undertaken.

Mount Holyoke College requires all college-wide policies to be written using the standards and format set forth in this policy and procedures. Departments may not develop or disseminate policies that are already covered by college-wide policies. Use of the policy template is recommended to departments for development of internal policies.

Procedures

Policy Approval Process: Academic Policies

Academic policies are addressed in Faculty Legislation.

Policy Approval Process: Administrative Policies

New college-wide policies or changes to existing policies must be sponsored by an Officer who will appoint a responsible administrator to develop the policy and forward the policy to the Controller and/or Director of Compliance and Risk Management.

The Controller and Director of Compliance and Risk Management may seek the expertise of others as needed as they review the policy for the following:

- consistency and clarity in format and presentation
- conflicts between the proposed policy and other college policies
- consistency with regulations germane to the policy
- consistency with Mount Holyoke's mission and goals

 Once the policy has been reviewed, it will be returned to the Officer (sponsor) with its recommendations and/or changes. The sponsor has the responsibility for seeking approval for the policy from the Officers. After approval by the Officers, the sponsor will be responsible for supervising the posting and coordinating dissemination of the policy, which activity may be delegated to other administrators. In some cases, it may be appropriate for a policy to be approved by the President or the Board of Trustees.

Review of Policies

The Compliance Committee will work with responsible administrators to establish a calendar for regular review of all policies. Questions as to whether an existing policy is a college-wide policy may be answered by the Compliance Committee and/or Officers.

Role of Responsible Administrator

The responsible administrator will administer the policy and develop and maintain appropriate procedures for the policy. If no responsible administrator has been assigned, the Officer for the particular area of operations will be deemed to be the responsible administrator.

Policy Template

The standard policy template will be used for all college wide administrative policies and is recommended for all departmental policies.

Interim Policies

The Officers may put an interim policy into place in situations where a college policy must be established in a time period too short to permit the completion of the process delineated in this policy. An interim policy may remain in force for up to one year from the date of issuance.

Posting of Policies

The college-wide policy website will provide links to all college-wide policies. The responsible administrator will determine where a policy appears (i.e., the policy's unique web address and all other required links/locations) and ensure standardization of all print versions (if any) of the policy. All departmental web pages referencing the policy must link to the actual policy (i.e., the policy's unique web address) instead of posting their own versions of the approved policy. Printed versions of the policy may be included as needed in handbooks, announcements and other publications, but must include a disclaimer that the policy website should be consulted for the latest version.

Related Procedures and Guidelines

Policies may be supplemented by departmental procedures or guidelines that describe policy implementation practices, subject to III and IV above. These supplemental procedures may be referenced in, and/or linked from, the relevant policy, as appropriate. The responsible administrator and/or the Compliance Committee may review departmental procedures and guidelines to assure consistency with college wide policies.

Archiving of Policies

The college will keep, to the extent reasonably practicable, an archive of college policies and their effective dates.

Definitions

A. **Policies** are guiding or governing principles, formally approved to provide assistance in the conduct of institutional affairs.

B. **College-wide policies** are those policies which affect more than one department or division, as distinguished from procedures and from departmental policies. In the event of a conflict or discrepancy between a college-wide policy and a departmental policy, the college-wide policy will supersede the departmental policy.

C. **Procedures** are statements that provide for the implementation of established policies through specific, prescribed actions and are more detailed than a policy statement.

D. **Responsible Administrator** is the college administrator charged with overseeing administration of the policy. The responsible administrator may adapt or change procedures as appropriate to reflect college needs.

E. **Academic Policies** are policies which directly affect the pedagogical and research mission of the college.

F. **Administrative Policies** are non-academic policies governing the operations of the college.

G. **Senior Officers** includes the president and all vice presidents or division heads.

H. **Senior Administrators** includes Senior Officers and any other administrator so designated by the President.

I. The **Compliance Committee** is a committee appointed by the college president that provides the college's administrators with support in meeting their compliance obligations.

Related Information

[Link to College-wide policy page]
[Link to Policy Template]