



Opportunity Lives Here

## Southern Virginia Higher Education Center

### POLICY DEFINITIONS

Board of Trustees Policy – Policy that is reviewed and approved by the Board of Trustees and falls into four categories, namely:

- Policy that governs the Board of Trustees or interaction with the Board;
- Policy that is designated by the General Assembly, Executive Branch or some other governmental entity as an item that must have the approval of the Board of Trustees
- Policy that ensures basic rights and obligations to constituencies within the SVHEC that include but are not limited to employees and students; or
- Policy generated directly by the Board of Trustees or a member thereof.

Departments – Subdivisions of the four divisions at the SVHEC, characterized by a unique functional purpose and responsibilities within the division.

Divisions – The four major functional areas at the Division, including the Finance & Operations Division; the R&D Division, Workforce Services; and Student Services & Partner Relations

Director Policy Review Committee (DPRC) – A committee comprised of the Directors at the SVHEC. This group is charged with approving the policy impact statement, assigning a Responsible Oversight Director (ROD), and recommending approval of SVHEC policies to the Executive Director.

Interim Policy – A SVHEC policy executed by the Executive Director, at his or her discretion, without following the process discussed herein. Interim policies should receive formal review through this process within one year of execution.

Policy Formulation & Review Committee (PF&RC) –A committee chaired by the ROD of one or more members appointed by the ROD charged with writing clear and understandable policy for the SVHEC following the SVHEC Policy Template described herein. Furthermore, a PF&RC should contain technical, editorial, and subject matter expertise to adequately formulate the policy.

Policy Coordinator – An individual appointed by the Executive Director to manage the policy review process and support the Director Policy Review Committee. This individual maintains, publishes and notifies the SVHEC community of all approved and revised SVHEC policies.

Policy History – The policy history documents all language changes, periodic reviews, and revisions and is maintained by the Policy Coordinator.

Policy Index - The policy index is a listing of all Policy Numbers and Titles.

Procedure – A statement that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies.