Opportunity Lives Here

Southern Virginia Higher Education Center

POLICY PROCESS AT-A-GLANCE

New Policy and Policy Revisions
- SVHEC Policies are reviewed at least once every 5 years.
- Policies are created or revised when a need is identified

Definition of a SVHEC Policy
- Applies broadly, more than one division of the SVHEC
- Meets criteria in one of the three categories:
  - ❖ Enhances SVHEC Mission
  - ❖ Ensures compliance
  - ❖ Promotes effectiveness/reduce risk.

Required Format/Templates
- Provides structure and consistency
- Includes sections representing required information
  - ❖ SVHEC Policy Template
  - ❖ SVHEC Impact Statement Template

How to Comment
- Comment period allows for feedback from SVHEC community
- 15-day Comments Period
- Thoughtful comments are encouraged
- Comments will be sent to the Policy Coordinator

Roles
Policy Coordinator (PC) is the Executive Assistant & Board Clerk
- Coordinates the policy review process
- Publishes policies and related information
- Notifies SVHEC community of new and revised policies
- Maintains policy history
- Creates and maintains listing of Policy Definitions

Responsible Oversight Director (ROD) determine by Director Policy Review Committee
- Oversees development of a specific policy
- Recommends policy to Director Policy Review Committee (DPRC)
- Serves on Director Policy Review Committee (DPRC)
- Delegates following responsibilities as necessary
  - Coordinates the development or develops the policy
  - Administers the policy
  - Updates the policy as needed
  - Coordinates a five-year review of the policy
  - Implements the policy and provides training as needed

Policy Formulation & Review Committee (PF&RC)
- Suggested by the Director Policy Review Committee (DPRC)
- Chaired by ROD
- Composed of technical, editorial, and subject matter experts
- Drafts policy using SVHEC Policy Template
- Revises policy based on feedback received during the comments period

Director Policy Review Committee (DPRC)
- Composed of all SVHEC Directors
- Approves Policy Impact Statements to proceed with creation of policy
- Assigns Responsible Oversight Director
- Suggests members for Policy Formulation & Review Committee
- Recommends approval of policy to Executive Director

Executive Director
- Provides provisional approval of policy
- Presents policy to the Board of Trustees for approval
- Obtains Board of Trustees Chairman or designee signature
- Forwards approved policy to Policy Coordinator
- Interprets existing policy

Board of Trustees
- Approve the policy
- Reject the policy
- Take no action on policy for 6 months from presentation date, and the policy will be deemed approved