

**DRAFT**

**POLICY ON THE DEVELOPMENT AND MODIFICATION OF COLLEGE POLICIES<sup>1</sup>**

Skidmore College is committed to carrying out its educational mission in a manner that reflects the highest levels of excellence and integrity. In support of that commitment, the College adopts policies to reflect its institutional values and to clarify expectations of individual members of the campus community. Such policies also serve, and are sometimes required, to support the College's compliance with laws and regulations.

This Policy applies to the development, adoption, and amendment of College policies. For purposes of this document, "College policies" are those that are intended to apply College-wide or that will have significant institutional implications.

1. In general, all new College policies and all substantive modifications to existing College policies will be initiated by the appropriate Cabinet member and, where appropriate, by the faculty and students within the context of shared governance.
  - a. Cabinet members will advise and consult with one another regarding College policies being considered in their areas.
  - b. In the case of College policies affecting the faculty or the curriculum, any relevant provisions of the *Faculty Handbook* shall apply.
  - c. Typically, individuals with responsibility for a particular area will develop a proposed College policy, consult with others as appropriate, and (through the appropriate Cabinet member) forward a draft to Cabinet for its consideration and approval. The Cabinet will notify the Institutional Policy and Planning Committee (IPPC) of any new or substantively revised College policy approved by the Cabinet. The Cabinet may determine that a policy should undergo a more robust process in accordance with Section 2 below. The Cabinet may make this determination on its own before approving a policy or upon the recommendation of IPPC after IPPC has been notified of the policy.
  - d. Any member of the community who believes that a College policy is required may propose such a policy in accordance with Section 3 below.
2. If the Cabinet determines that development of a College policy or a substantive College policy revision would benefit from broad community consultation, the following process will apply:

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<sup>1</sup> Endorsed by the Institutional Policy and Planning Committee on [date]. Endorsed by the Faculty Executive Committee on [date]. Endorsed by the Student Government Association on [date]. Approved by Cabinet on [date].  
Responsible Office: Office of the President.

- a. The responsible Cabinet member will submit a written proposal to IPPC. The proposal should include a rationale, charge, working group membership, and timeline.
- b. IPPC will review the proposal and take ultimate responsibility for charging and constituting a working group.
  - i. IPPC will consider the proposed charge, make any revisions it deems appropriate, and approve the final charge and timeline. IPPC will notify the Faculty Executive Committee (FEC) and the Student Government Association (SGA) Executive Committee of the approved charge and timeline. FEC and the SGA Executive Committee will inform their constituencies that this work is under way.
  - ii. IPPC will determine the composition of the working group, conferring as appropriate to identify the membership and the method of selecting or electing various members. In particular, IPPC will confer with the Dean of the Faculty/Vice President for Academic Affairs (DOF/VPAA) and FEC on the balance of faculty representation and on the selection or election of faculty members, and with the Dean of Student Affairs and the SGA Executive Committee on the selection or election of student members.
- c. The working group will develop a draft policy and bring it to IPPC for review. Once IPPC is satisfied with the draft policy, the working group will identify a process for disseminating and seeking comments on the draft policy.
  - i. Possible groups and committees whose advice may be sought include Cabinet members and their staffs, Human Resources, appropriate governance committees, and the SGA Senate.
  - ii. Members of Cabinet will be responsible for ensuring that the draft policy has been disseminated in their respective areas and discussed by those who may be most affected.
  - iii. The President is responsible for discussing a draft policy with the Board of Trustees, as the President deems appropriate.
  - iv. The DOF/VPAA (as a member of IPPC) and FEC will confer to consider how best to solicit faculty input on the draft policy. Proposed policies of particular significance to the faculty may be presented at an open community meeting, at a Faculty Meeting, at Academic Staff, and/or in other venues.

Depending on the policy, the role of the faculty could include:

- Receiving notification of the policy.

- Deliberation at a Faculty Meeting, culminating with the “sense of the faculty” regarding the policy.
  - Deliberation at a Faculty Meeting and a vote of the faculty to endorse the policy.
  - Deliberation at a Faculty Meeting and a vote of the faculty to approve the policy.
- v. IPPC will confer with the Dean of Student Affairs (as a member of IPPC) and the SGA Executive Committee to consider how best to solicit student input on the draft policy. Proposed policies of particular significance to students may be presented at an open community meeting, the SGA Senate, SGA Academic Council, and/or in other venues.

Depending on the policy, the role of students could include:

- Receiving notification of the policy.
  - Deliberation at an SGA Senate meeting, culminating with the “sense of the Senate” regarding the policy.
  - Deliberation at an SGA Senate meeting and a vote of the Senate to endorse the policy.
  - Deliberation at an SGA Senate meeting and a vote of the Senate to approve the policy.
- vi. Any policy developed through the process outlined in Section 2 will require at least one open meeting, hosted by the working group, with the purpose of the meeting clearly stated in the message announcing the meeting.
- vii. The working group will also solicit e-mail responses to the draft policy.
- viii. In consultation with the Vice President for Finance and Administration, and if and when appropriate, the policy will be sent for legal review.
- ix. The working group will review feedback on the draft document, make adjustments as appropriate, and bring the draft policy to IPPC for review. IPPC may make further revisions. If the revisions are substantive, one or more of the steps outlined above may need to be repeated.
- d. Once IPPC is satisfied with the reviewed draft policy, it will make a recommendation to Cabinet regarding the proposed policy.
- e. Cabinet will decide whether to approve the proposed College policy.
- f. If appropriate, the President will forward the proposed policy to the Board of Trustees for approval.

- g. A report of actions relating to the proposed policy will be recorded in the IPPC Annual Report.
3. Any member of the College community who wishes to propose a College policy should contact a member of Cabinet, the IPPC, or other appropriate committee with a written proposal. Depending on the nature of the policy, the procedures to be followed may be as in Section 1 or Section 2 above.
4. Each approved College policy shall include a designation of a “Responsible Office” that is responsible for administering the policy. The Responsible Office is responsible for notifying affected members of the College community of the adoption or modification of a College policy prior to its effective date and for maintaining the current approved version of the policy.
5. Responsible Offices will ensure that College policies in their areas are available on an appropriate College website. Where useful, links to other appropriate websites (e.g., *Faculty Handbook*, *Employee Handbook*, *Student Handbook*, Human Resources, Financial Services, etc.) will be provided. Responsible Offices also will consider any feedback or concerns about College policies in their areas and, where appropriate, consider proposed amendments.
6. The President of the College retains authority to issue such College policies as may be required, in the event of exigent circumstances, to protect the best interests of the College. The President shall inform the IPPC of any such policy.