

PIEDMONT VIRGINIA COMMUNITY COLLEGE

II – ADMINISTRATIVE (GENERAL) POLICIES

II – 15.0 MANAGEMENT OF COLLEGE POLICIES

Policy #: II – 15.0

Effective: July 14, 2003

Revised: December 12, 2008

Responsible Dept.: VPFAS

1. PURPOSE

The Piedmont Virginia Community College (PVCC) On-Line Policy Manual is the official repository of College policies and is available electronically by accessing the PVCC policy web site.

This policy provides guidelines for the issuance, review, and publication of policies contained in the PVCC On-Line Policy Manual.

2. POLICY HIERARCHY

Piedmont Virginia Community College is a component of the Virginia Community College System (VCCS). As such, PVCC is subject to the policies and procedures established by the VCCS System Office. In addition, PVCC is a Virginia State agency, and is subject to State policies which apply to State agencies generally. The College issues local policies to comply with and implement VCCS and State policies, and to address issues that are not fully addressed by higher authority. The hierarchy of policy for PVCC is as follows:

- The Code of Virginia and Governor of Virginia Executive Orders
- Virginia Community College System and other State central agency policies
- The PVCC On-Line Policy Manual
- PVCC official publications (Catalog and Student Handbook, Faculty Handbook, etc.)
- Other PVCC written policies

In the event of a conflict or contradiction, the highest applicable level in the hierarchy takes precedence.

3. APPLICABILITY

College policies and associated procedures apply to all members of the College community, unless the specific policy states otherwise.

The On-Line Policy Manual includes policies that are generally applicable to more than one department or office of the College. Matters pertaining to the internal policies or procedures of a particular department or office are not within the scope of the PVCC On-Line Policy Manual, and are available from that department or office.

4. RESPONSIBILITIES

The President is the final authority with regard to College policy. The President has the authority to waive, suspend, or alter PVCC policies as necessary to address an emergency situation or extraordinary circumstance.

The Vice President for Finance and Administrative Services is responsible for the collection, review, and distribution of new and revised policies contained in the PVCC On-Line Policy Manual. Policies will be posted to the College policy web site. Users may print copies of policies directly from the web site.

Executive staff members are responsible for identifying areas within their scope of responsibility that are in need of new or revised policies, for recommending appropriate policies, and for reviewing College-wide policies. All new policies and substantive revisions to existing policies must be reviewed and approved by the Executive Staff and accepted by the President prior to becoming official policy and being posted to the PVCC On-Line Policy Manual.

Deans and department heads are responsible for assuring adherence to established policies in the conduct of College business. Deans and department heads may issue procedures associated with a policy within their areas or departments, and are responsible for the accuracy and timeliness of policies and procedures relating to their areas or departments. This responsibility includes proper notification of changes and updates to these policies and procedures, and conducting a review of policies at least annually.

The Senate, as a legislative body of representatives, is responsible for review of college policy and procedure and for making recommendations on such matters to the President or Vice Presidents. In doing so, the Senate serves as the official voice of the college.

5. CONTENT AND ORGANIZATION

Each policy should include the following information as appropriate:

- A short general statement of purpose (required)
- Other general information
- Applicability (an indication of who the policy applies to)
- Responsibilities
- Definitions (as needed)
- The policy statement (required)
- Procedures for implementation (optional)
- Sanctions for violating the policy (required if there are sanctions)
- An indication of the department or office responsible for the policy (required)
- Date of the last review or revision (required)

The Vice President for Finance and Administrative Services will edit and format policies as appropriate and post the policies to the appropriate section of the PVCC On-Line Policy Manual.