

**Policy Number:** 03.002  
**Policy Type:** Governance  
**Policy Title:** Developing, Revising, and Organizing Policies  
**Authors:** Community Manager  
**Who Approves:** College Council  
**Review Cycle:** As needed  
**Who implements:** College Council and Policy Sub-Groups  
**Policy Location:** College Council Policy Library  
**Governing body:** College Council  
**Approval Date:** 3/10/2020

## **Developing, Revising, and Organizing Policies**

### Article I: Introduction

Section 1.1    Scope: This policy addresses the process for developing, issuing and maintaining all Antioch College policies and applies to all college departments, faculty, staff, and students.

Section 1.2    Policy Statement: The purpose of this policy is to ensure that the Antioch College community has ready access to well-developed and understandable college policies. Policies that are easy to find, read and understand will:

1. Support the college's mission.
2. Achieve accountability by identifying the offices responsible for implementing policies.
3. Provide faculty, staff, and students with clear, concise guidelines.
4. Document how the college conducts business.

Antioch College policies will be:

1. Formally approved by the appropriate governing body.
2. Presented in a common format.
3. Maintained centrally and accessible to all interested parties.
4. Kept current within the framework of an organized system of change control.

### Section 1.3    Definitions:

1. College Policies: All policies at Antioch College
2. Administrative Policies: Non-academic policies governing the operations of the college.
3. Student Policies: Policies that directly affect student life at the college.
4. Academic Policy: Policies that aim to serve the academic function of the college.

5. Procedure: A procedure is a guideline or series of interrelated steps taken to help implement the policy.
6. Policy Initiator: The Policy Initiator is any faculty, staff member, or student who identifies a college-level issue and develops a policy proposal.
7. Developing body: The department, committee, or position responsible for developing, and coordinating the creation of a policy. This can be a Governing or Approval Body, but it could also be a team assembled by the Policy Initiator.
8. Approval body: The committees or groups that need to approve the policy before it is approved by the governing body. The approval body may or may not be the Developing Body.
9. Governing body: The governing body responsible for overseeing the policy and its implementation (e.g., College Council, Faculty Assembly, Board of Trustees).

## Article II: Creation of Policies and Procedures

### Section 2.1 Policy can be initiated through:

1. Departmental initiative: The individual or committee with senior authority in the policy area can draft new policies for consideration by the designated governing body.
2. Governing and approval bodies: Governing and approval bodies can draft and adopt policies.
3. General Community: A member of the Antioch College community can suggest new policies to Approval Bodies such as Community Council, Diversity Committee, and College Planning and Finance Committee. Community Members can also bring policy proposals to College Council.

Section 2.2 Governing and Approval Bodies: All policies that have a significant impact across the institution must be approved by the appropriate governing body. In some cases, approval of more than one body is necessary. The governing and approval bodies include but are not limited to:

1. College Council: College Council is the governing body for all non-academic policies unless otherwise stated by College Council. The College Council is also responsible for maintaining the College's Policy Library and reviewing and overseeing updates to policy documents such as the Student Handbook and Employee Handbook.
2. Community Council: Policies relating to community, student, and residential life are considered, reviewed, and recommended by the Community Council. Community Council provides a mechanism for any student, faculty, or staff person to raise concerns,

ideas, or recommendations regarding community life at Antioch College. This council reports to the College Council on policy matters.

3. College Planning and Finance Committee: CPFC evaluates structural and operational matters having a direct impact on the College budget. CPFC is a representative body with membership from the Faculty, Students, and Staff of the College. This council reports to the College Council on policy matters.
4. Diversity Committee: Promote the goals of diversity, equity, and inclusion at Antioch College. The responsibilities of Diversity Committee are to periodically review and make recommendations with respect to the Racial Discrimination Prevention Policy (RDPP) and other Discrimination Policies, assist the college achieving its diversity goals as identified in the Strategic Plan for Diversity, and interface with other campus diversity groups. This council reports to the College Council on policy matters.
5. Faculty Assembly: Faculty Assembly is the governing body for all academic policies unless it is delegated to another committee of Faculty Assembly or Academic Affairs. Faculty have ownership of the curriculum and academic life on campus. Faculty meet en bloc and utilize the Faculty Handbook to guide the process for their deliberations.
6. Curriculum Committee: Review and approve courses, course descriptions, syllabi, curriculum-related documents, degree requirements, major's requirements, program requirements, institutional learning outcomes, and other curricular duties as needed or assigned. This committee reports to the Faculty Assembly on policy matters.
7. Academic Affairs Assessment Committee: Oversees all aspects of assessment within the Office of Academic Affairs, including training, implementation, data collection, data processing, reporting, and process improvement. This committee reports to the Faculty Assembly on policy matters.
8. Faculty Personnel Policy Committee: Review policies governing faculty life, especially those contained in the Faculty Handbook. This committee reports to the Faculty Assembly on policy matters.
9. Academic Policy and Review Committee: Review and approve curriculum-related petitions, including but not limited to exceptions to curricular requirements and issues related to satisfactory student academic standing. The committee reports and makes recommendations to the vice president for academic affairs on matters relevant to student performance. This committee reports to the Faculty Assembly on policy matters.

Section 2.3 Emergency and Interim Policies: College Council does not limit the authority of the President of Antioch College to enact emergency or interim policies. Policies enacted by the President will be added to the Administrative Policy Library. In rare instances, it may be necessary to enact policies without prior approval. In these instances, the policy is

subject to review by the appropriate bodies, with appropriate modifications being made to the enacted policy as warranted. Such instances include:

1. If the policy is required by law or has legal or financial implications for compliance.
2. If the policy is necessary to ensure the immediate safety of students, employees, or visitors.

Section 2.4 Location and Communication of Policies: The most current version of all administrative policies will be stored by College Council in the Administrative Policy Library (Located in the College Council Google Drive). To ensure ready access to administrative policies, the College Council Secretary will send all policy revisions to Communications who are responsible for the upkeep of a page with all current policies will be on the Antioch College website. College Council will also send policy revisions to the departments that are responsible for the implementation of a policy, so the proper procedure is followed. The Community Manager will also maintain a shared google drive with policies and procedures stored in it. Policies will also be included in various College Handbooks.

Section 2.5 Inconsistent Policies: Department and Office policies may not conflict with administrative policy. In the event of a conflict between administrative policy and a Department or Office policy, the administrative policy supersedes.

Section 2.6 Policy Withdrawal: A policy may be withdrawn by the Approval Body designated to that specific policy. Such withdrawal must be approved by the appropriate governing body.

Section 2.7 Handbook Revisions: The College has four primary catalogs and handbooks. Each of these core documents has a primary contact. Print copies of the curriculum catalog and handbooks are updated at least every two years. The online versions of each document always reflect current policies through addendums or revised copy. The primary contact is responsible for coordinating the review and publication of the handbook. When updating the handbook, all policy changes and additions must follow the Policy Creation Process. Following review by the appropriate offices and departments, all handbooks must be approved by the President.

POLICY TYPE	DOCUMENT	EXAMPLES	RESPONSIBILITY	CONTACT
Academic	Curriculum Catalog	Grading policy, academic complaint procedures	Faculty Assembly, the Office of Academic Affairs.	Chief Academic Officer
Student	Student Handbook	Honor Code, discrimination and harassment,	Community Council as well as the Office of Student Life	Dean of Students; Community Manager

Faculty	Faculty Handbook	Intellectual inquiry policy, hiring, promotion, and firing,	Faculty Assembly, the Office of Academic Affairs.	Chief Academic Officer; Chief Executive Officer
Employee	Employee Handbook	Employee rights, hiring, promotion, and firing, vacation	College Council and other sub-committees	Chief Operations Officer: Human Resources

**Section 2.8 Policy Format:** A standard policy format ensures clarity and consistency. College policies will be written and maintained following the format described below:

1. **Header**
  - a. **Policy Number:** (The First two digits should be the same as other policies of the same type, the last three digits should be unique for each individual policy)
  - b. **Policy Type:** (i.e., Academic, Student, Board)
  - c. **Policy Title:** (Should give readers an understanding about what the policy is about but without being too long. Try not to include the words “Antioch College”, “Policy” or “Procedure” in the Policy title, these are given.)
  - d. **Developing Body or Authors:** (Group or Individual that created the policy)
  - e. **Who Approves:** (Body or Bodies that approve the policy, not including the governing body)
  - f. **Review Cycle:** (How often should the policy be reviewed?)
  - g. **Who implements:** (Department or Administrator that implements the policy and procedures)
  - h. **Policy Location:** (Central Location where the current version of the policy is maintained)
  - i. **Governing body:** (Body that is responsible for final approval and communication to the college)
  - j. **Adoption Date:** (Date the policy is approved by the governing body)
2. **Policy Content:** The content of policies must include:
  - a. **Scope:** Identification of parties governed by the policy.
  - b. **Introduction:** The introduction should include the policy's purpose (e.g., to promote, assure, protect, comply with, etc.) and any other information needed to contextualize and introduce the policy. If applicable, include the authoritative basis for the policy (e.g., legislation, state law, Regent's policy).
  - c. **Policy Statement:** The policy statement is the policy itself, and may be divided into subsections or include a glossary. The policy includes

statements of rules or standards. Policies do not change frequently. Policies may not include procedures or supplemental information. Supplemental information should be included in the Resources section, below.

- d. Effective Date(s): Include dates the policy was effective and include revision dates
- e. Procedures: Implementation guidelines and other resources like related information, guidelines, forms, etc.

Section 2.9 Policy Proposals: Policy proposals should include the following information:

- 1. History and Background information
- 2. Rationale
- 3. Proposed Policy
- 4. Original Policy

Section 2.10 Structure and Organization of College Policies: The College Policies and Procedures website will list all policies by name and category. Policies will be assigned to one or more of the following categories:

- 01. Board Policies – Policies that are adopted by the Antioch College Board of Trustees
- 02. Employee Policies – Policies, rules, and related procedures and information impacting working relationships with the university for all employee groups. This also includes policies concerning appropriate conduct.
- 03. Governance Policies – Umbrella policies that provide the framework for administration to implement and comply with the intent of the Board of Trustees.
- 04. Student Policies - Policies applicable to status as a student.
- 05. Academic Policies – Policies that relate to teaching, research, and outreach.
- 06. Operational Policies – Policies that are of a general administrative or operational nature. Policies in this category include but are not limited to;
  - a. Information Technology Policies – Policies that cover systems, access, data, and related issues.
  - b. Facilities, Equipment, and Property Policies – Policies concerning use and care of university property.
  - c. Financial Policies – Policies related to accounting, budgeting, procurement, travel, and other financial functions.

- d. Public Safety and Environmental Health and Safety Policies – Policies concerning security and safety of faculty, staff, students, and guests.

### Article III: Procedures

Section 3.1 Policy Creation Process: Administrative policies are to be created, revised and adopted as follows. If at any point an approval or governing body completely denies the content of a policy proposal, the Policy will be sent back to the previous step in the process for continued development.

1. The Policy Initiator may identify an issue and develop a solution into a policy proposal. For a policy proposal template refer to Article 2.9. Discuss the policy with the appropriate parties, focusing on content and solving key issues. Do not worry about wordsmithing.
2. Assemble a body from appropriate parties that will be called the Developing Body. This body is responsible for the creation of the policy proposal.
3. Give your policy a header, make sure it includes all of the information listed in Article 2.8 (1). If the proposed policy does not have a clear Approval Body, the governing body, Currently, College Council will assign an Approval Body.
4. The Policy Initiator and any other individuals involved in creating the policy, review the draft policy, add proposal information listed in Article 2.9 and consults with stakeholders regarding the policy's likely impact on the members of the College community. After review and input, the creating body approves the proposal and forwards it to the Approval Body for review and approval.
5. After the policy is approved by all of the Approval Bodies, the Policy will be sent to the governing body for revision, approval, and communication. If the Developing Body is the only Approval Body, the policy will go straight to the governing body.
6. The governing body reviews, revises and approves the policy.
7. Once the policy is approved, the governing body stores the current version in the Policy Library. The governing body also forwards an electronic copy to the Head of Operations for inclusion in the Policies and Procedures Manual, the Communications Department for inclusion on the Antioch College website, and the Community Manager so they can tell the entire Community about the new policy and its effect on the Community. The governing body is also responsible for getting the new policy information to the Responsible, and Approval Bodies and the department that will be implementing the policy.

Section 3.2 Revisions to Policies: Administrative Policies are to be revised as follows. If at any point an approval or governing body completely denies the content of a policy proposal, the Policy will be sent back to the previous step in the process for continued development.

1. The Policy Initiator identifies an Administrative Policy that they would like to change. The Policy initiator could also identify a campus problem that stems from a current Administrative Policy.
2. Identify the current or theoretical developing Body, approval Bodies, and governing body for the policy or policies you are interested in.
3. If the policy under review does not have a clear Approval or Developing Body, the Policy Initiator will take the policy to the governing body, VP or Dean of the Division linked to the policy will assign a Developing Body. For some policy changes, this is all that is needed to get the ball rolling on revisions. If there is a new Developing Body designated, it is encouraged that Policy Initiator sees this procedure through.
4. The Developing Body and/or the Policy Initiator should read through and break down all similar Administrative Policies because there might be overlap. Identify problems that make the policy ineffective or identify new portions of the policy that should be included.
  - a. Many times when individuals have ideas for policies, there are already policies in place that are supposed to solve the problem you have discovered. In this case, read through the procedure portion of the policy and identify where the implementation procedure is going wrong. After you have found the source of the problem, report this discrepancy to the governing body, a Dean, VP or the College President depending on how severe the problem is.
5. The Developing Body reviews the policy revision and consults with stakeholders regarding the policy's likely impact on the members of the College community. After review and input, the Developing Body approves the policy change and forwards it to the Approval Body for review and approval.
6. After the policy is approved by all of the Approval Bodies, the Policy will be sent to the governing body for revision, approval, and communication. If the Developing Body is the only Approval Body, the policy will go straight to the governing body.
7. The governing body reviews the policy changes. The governing body revises the policy's format and message so that it is consistent with other policies. After review and revisions, the governing body approves the Policy revision.



8. Once the policy is approved, the governing body stores the current version in the Policy Library and archives the old version of the policy. The governing body also forwards an electronic copy to the Head of Operations for inclusion in the Policies and Procedures Manual, the Communications Department for inclusion on the Antioch College website, and the Community Manager so they can tell the entire Community about the policy changes. The governing body is also responsible for getting the new policy information to the Responsible, and Approval Bodies and the department that will be implementing the policy.

#### Article IV: Effective Date

Section 4.1 This policy was effective March 10, 2020.

