

FORT VALLEY STATE UNIVERSITY
Policy on Policies

a. Definition of an institutional policy:

- i. An institutional policy is an official directive that:
 - 1) Mandates requirements of or provisions for addressing matters, situations and issues that arise within the university community and provides procedures for implementation;
 - 2) Has broad application throughout the institution;
 - 3) Enhances the institution's mission, reduces institutional risk and/or promotes operational efficiency;
 - 4) Has been reviewed and approved through the official process
 - 5) Promotes compliance with any applicable laws and regulations.

b. Definition of unit-level policy:

A unit-level policy is a policy of an operating unit that has application only within the unit but may otherwise meet the characteristics of an institutional policy.

c. Formal description:

All policies shall be issued on the basis of a prescribed format and procedure.

d. Procedure for Proposing a New Policy or Change to an Existing Policy:

- i. With the exception of an emergency or interim policy, policies are created and revised by working through university governance bodies, Vice Presidents, and the President's Cabinet. A request for a new or revised policy may be received by a governing body from any member of the university community.
- ii. All draft policies must be accompanied with a routing form; indicating action at each level of the approval process.
- iii. A proposed new policy or change of policy recommended by the target governing body shall be approved by the appropriate Vice President, and then forwarded by the Vice President to the President's Cabinet for non-voting consideration. The President's Cabinet shall make a recommendation to the President and the president will render a decision on the adoption and implementation of the policy. A target governance body may present a proposed unit-level policy or unit-level policy change to the appropriate Vice President, who will render a decision on the adoption and implementation of the proposed policy or policy change.
- iv. At each level of review, the governance body, Vice President, and President's Cabinet will each have up to 30 days to present a recommendation regarding a proposed policy or policy change. Failure to timely present a recommendation shall be deemed to be a recommendation to adopt the proposed policy or policy

change. This timeframe may be extended by the President, or his/her designee, for good cause shown.

- v. The President may adopt and impose institutional policies or policy changes and a Vice-President may adopt and impose unit-level policies or policy changes without going through the official approval process when immediate action is necessary for reasons including but not limited to: protect the health, welfare, assets or resources of the university or the university community, comply with legal or USG mandates, address university liability or contractual issues, or address any other such immediate or exigent circumstance. Such interim policies or policy changes will expire one calendar year following adoption unless formally processed for approval in accordance with this policy.
- vi. As the official voting and governance body for the college, Board of Regents and University System of Georgia policies automatically become Fort Valley State University policy. Vice Presidents will review with the Cabinet all new or amended policies for the Board of Regents from their respective divisions. When appropriate, they will be included in the Fort Valley State University Policy Manual. FVSU must comply with applicable Board of Regents and the University System of Georgia policies. Conflicts between FVSU, BOR, and USG policies shall be resolved in deference to Board of Regents and the University System of Georgia policies.
- vii. The Office of Legal Affairs shall review all institutional and unit-level policies, prior to implementation and publication, to ensure compliance with Georgia law, USG Board of Regents policies, and existing Fort Valley State University policies and practices. No institutional policy or policy change or unit-level policy or policy change shall be enforced until after such policy or policy change is cleared for enforcement by the Office of Legal Affairs.
- viii. The Office of Legal Affairs shall ensure that new policies or policy changes are posted to the university's policy manual on the web. Annually, the Office of Legal Affairs will verify that the policy manual contains only those policies currently in force. In addition, the Office of the President and the college library may have on file a complete and current set of policies in paper copy.
- ix. Unit-level policies that affect multiple units shall be vetted by each unit with weighted consideration given to the recommendation of the unit most closely impacted by the policy.
- x. It is acknowledged that Fort Valley State University has existing policies currently in place, which will remain in effect unless revised through the Policy on Policies process.