**Institutional Governance**

**Smith College**

**Policy on Policies**

**Approved:** Cabinet **Date Established:** 12/21/2015

**Responsible Office:** Finance and Administration **Date Last Revised:** (N/A)

**Responsible Administrator**: Vice President for Finance and Administration

Statement

In the face of increasing government regulation and scrutiny, the College will be best served by having a clear and consistent process by which it proposes, develops, approves and disseminates its college-wide policies.

**Scope**

This policy applies to all college-wide policies written, revised or moved to a web site after the date that this policy was approved. The use of the policy template is recommended for all other policies that are applicable to individual departments or divisions.

**Responsibilities**

1. For following policy:  Employees
2. For enforcement of policy:  Vice President for Finance and Administration
3. For oversight of policy: Vice President for Finance and Administration
4. For documentation of policy development and approval process:  Office of Finance and Administration
5. For notification: Office of Finance and Administration
6. For procedures implementing the policy:  Office of Finance and Administration

**Policy**

Smith College requires all college-wide policies to be written using the standards and format set forth in this policy and procedures. Departments may not develop or disseminate policies that are already covered by college-wide policies.

**Procedures**

**III. Policy Approval Process: Academic Policies**

Approval of academic policies is addressed variously in the Faculty Code, Faculty Policy on Appointment, Reappointment, and Tenure, Provost and Dean of the Faculty’s Office, and Dean of the College's Office.

**IV. Policy Approval Process: Administrative Policies**

New policies or changes to existing policies will be sponsored by a member of the Cabinet (sponsor) who will appoint a responsible administrator to develop the policy. The responsible administrator may seek the expertise of others as needed in drafting the policy. The sponsor or responsible administrator will forward the policy to the Controller and/or Director of Compliance and Risk Management for review when it is drafted.

The Controller and Director of Compliance and Risk Management may seek the expertise of others as needed as they review the policy for the following:

* consistency and clarity in format and presentation
* conflicts between the proposed policy and other college policies
* consistency with regulations germane to the policy
* consistency with Smith’s mission and goals

Once the policy has been reviewed by the Controller and Director of Compliance and Risk Management it will be returned to the member of the Cabinet (sponsor) with its recommendations and/or changes. The sponsor has the responsibility for seeking approval for the policy from the Cabinet.

After approval by the Cabinet, the sponsor or responsible administrator will be responsible for supervising the posting and coordinating dissemination of the policy. Notification is required; the individuals responsible for following a policy must be notified when the policy has been posted.  When those individuals include current students, the faculty and student services staff must also be notified.

**V. Review of Policies**

The Compliance Committee will work with responsible administrators to establish a calendar for regular review of all college-wide policies.

**VI. Role of Responsible Administrator**

The responsible administrator will administer the policy and develop and maintain appropriate procedures for the policy. If no responsible administrator has been assigned, the Cabinet member for that area of operations will be deemed to be the responsible administrator.

**VII. Policy Template**

The standard policy template will be used for all college wide administrative policies and is recommended for all division or departmental policies.

**VIII. Interim Policies**

The Cabinet may put an interim policy into place in situations where a college policy must be established in a time period too short to permit the completion of the process delineated in this policy. An interim policy may remain in force for up to one year from the date of issuance.

**IX. Posting of Policies**

The [college-wide policy website](http://www.smith.edu/risk-management/college-policies) will provide links to all college-wide policies. The responsible administrator will determine where a policy appears (i.e., the policy’s unique web address and all other required links/locations) and ensure standardization of all print versions of the policy. All departmental web pages referencing the policy must link to the actual policy (i.e., the policy’s unique web address) instead of posting their own versions of the approved policy. Printed versions of the policy may be included as needed in handbooks, announcements and other publications, but must include a disclaimer that the policy website should be consulted for the latest version.

**X. Related Procedures and Guidelines**

Policies may be supplemented by departmental procedures or guidelines that describe policy implementation practices, subject to III and IV above. These supplemental procedures may be referenced in, and/or linked from, the relevant policy, as appropriate. The responsible administrator and/or the Committee may review departmental procedures and guidelines to assure consistency with college wide policies.

**XI. Archiving of Policies**

The college will keep, to the extent reasonably practicable, an archive of college-wide policies and their effective dates.

**Definitions**

**A. Policies** are guiding or governing principles, formally approved to provide assistance in the conduct of institutional affairs. This definition encompasses only college-wide policies, i.e., those policies which affect more than one department or division, as distinguished from procedures and from departmental policies. In the event of a conflict or discrepancy between a college-wide policy and a departmental policy, the college-wide policy will supersede the departmental policy.

**B. The College Compliance Committee** is appointed by the President and provides oversight and support of policy review and development.

**C. Procedures** are statements that provide for the implementation of established policies through specific, prescribed actions and are more detailed than a policy statement.

**D. Responsible Administrator** is the college administrator charged with overseeing administration of the policy. The responsible administrator may adapt or change procedures as appropriate to reflect college needs.

**E. Academic Policies** are policies which directly affect the pedagogical and research mission of the college.

**F. Administrative Policies** are non-academic policies governing the operations of the college.

**G**. **Cabinet** includes the president, provost, and all vice presidents.