Title: Creating and Maintaining Policies
Policy Type: Board of Visitors
Policy No. BOV Policy # 01 (2014)
Approval Date: March 21, 2014
Responsible Office: President’s Office
Responsible Executive: President
Applies to: University Community

POLICY STATEMENT

Norfolk State University is committed to supporting and promoting a culture of accountability and transparency and expects all members of the University Community to conduct the University’s business in a lawful and ethical manner.

The authority for the governance of the University is vested by statute in the Board of Visitors by the General Assembly of the Commonwealth of Virginia. All bylaws, handbooks, policies, regulations, and procedures for faculty, students, administration, alumni, and other organizations of the University must be consistent with, or subordinate to the Bylaws and Policies of the Board of Visitors of Norfolk State University.

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PURPOSE

This policy provides for the creation and maintenance of all University policies and establishes expectations for accountability; clear, consistent formatting; institution-wide publication; and periodic review and evaluation. All members of the University community should be aware of and uphold the policies of the University. Failure to do so may result in disciplinary actions up to and including dismissal.
STATEMENT OF UNIVERSITY GOVERNANCE

The Board of Visitors is the governing body of the University with the fiduciary duty to advance and protect the interests of Norfolk State University. The Board is responsible for University operations including requests for appropriations (§ 2.2-2100, Code of Virginia). The Board has the power to establish rules and regulations for the University (§ 23-9.2:3, Code of Virginia) and other powers, authority and duties as specified (§§ 23-174.1 through 23-174.7, Code of Virginia). The Board recognizes the need for the combined participation of the Board, administration, faculty, students, alumni, and staff in the internal affairs and operations of the University. Refer to the Statement of Governance (adopted by the Board of Visitors on 12/13/2013).

The Board prescribes the duties of the President, who is the chief executive officer of the University. Certain authority and responsibilities have been delegated to the President as defined by the Board Bylaws (amended 2015). Generally, all communication of an official nature directed to the Board of Visitors shall be channeled through the Office of the President and subsequently forwarded to the Board of Visitors within a reasonable time.

Representative groups provide valuable contributions into the internal affairs and operations of the University and are afforded opportunity to provide input to the Board of Visitors in its policy-making function. The groups and individuals include: the President, Provost and Vice President for Academic Affairs, Vice Presidents, Faculty Representative Body, and Student Representative Body. Each group shares in the important responsibility of administering and implementing all policies that guide students, faculty and staff of the University.

The primary distinction between the policy-making functions of the governing board and the groups sharing in the governance of the University is the Board’s broad statutory authority to develop policy, rules and regulations for the University and its enumerated powers, authority and duties specified in the Code of Virginia.

TYPES OF POLICIES

There are the four types of policies at Norfolk State University:

- **Board of Visitors Policy** (hereinafter, “BOV Policy”): addresses governance of the University and requires a majority approval of the Board of Visitors. BOV Policy may be required by statute or other legislative action. The authority to determine when a policy warrants Board of Visitors level of approval rests with the Board and the President with the advice of University Counsel.

- **Presidential Policy**: a policy that promulgates the President’s decisions on the operation of the University, Board of Visitors action, changes in law or new administrative issues within the University itself. Presidential Policy is issued by the President of the University with the advice of the University Counsel, and expires 90 days after the end of the President’s term in office. Board of Visitors approval is not required.
• **Administrative Policy:** addresses critical operational matters to ensure compliance with applicable laws, regulations, and policies at the federal, state or local levels. Administrative Policies do not address practices or procedures, and have broad application throughout the University. Administrative Policy is subject to the approval of the President, applicable Vice President, or respective designee for policy issuance and major revisions. Board of Visitors approval is not required.

• **Interim Policy:** provisional policy issued by the Board of Visitors or the President that satisfy an emergent need or exigency.

**DEFINITIONS**

**Emergent Need or Exigency:** a need or situation arising unexpectedly or calling for prompt action and requiring immediate action or decision.

**Minor Revisions:** changes that do not alter the scope or application of an existing policy and, therefore, do not require approval through the prescribed policy process. Examples of minor revisions include, but are not limited to, title changes for individuals or departments and spelling corrections.

**Policy:** a document which articulates requirements and expectations for behavior, actions and activities of the university community. A policy may require or prohibit an action, support compliance with applicable laws and regulations and/or mitigate risk.

**Policy Library:** the official online repository of all existing BOV policies, Presidential Policies, Administrative Policies and Interim Policies. Procedures and area-specific policies reside in the applicable unit, division, department, school or campus.

**Policy Statement:** describes the purpose, key requirements and expectations of the policy.

**Procedures:** mandatory actions to establish required actions and processes to comply with a policy, support compliance with applicable laws and regulations, and mitigate risk. Generally, procedures accompany Administrative Policies, or may be part of an internal practice or procedures developed by the applicable unit, division, department, school or campus.

**Related Documents:** may include federal regulations, state regulations, state policies, and University policies, procedures and guidelines. Related Documents are critical to the development of corresponding policies and procedures.

**Responsible Executive or Office:** The Responsible Executive or Office is the officer and/or office charged with policy ownership. Ownership includes authorship and accountability for a policy; accuracy of the subject matter; education and training to appropriate audiences; enforcing and monitoring compliance with the policy; and timely review.
Timely review: is determined to mean a triennial review, at a minimum, for necessary revision. Pending regulatory changes that require policy revision and implementation that occur before the review date—each Responsible Executive or Office has this responsibility.

Stakeholder: For purposes of this policy, stakeholders include but are not limited to the members of the University Community and those external constituents with a vested interest in the University (e.g., alumni, local and state government, local business leaders, local community leaders, etc.).

University Governance: For purposes of this policy, University Governance consists of the following internal groups or individuals in the following order of approval authority:

1. Board of Visitors
2. President
3. Provost and Vice President for Academic Affairs
4. Vice Presidents
5. Faculty Representative Body

University Community: includes all Board of Visitors members, administrators, faculty, staff, students, student employees, contractors, agents, visitors and volunteers of Norfolk State University.

INTERPRETATION

The Norfolk State University Board of Visitors and President’s Office officially interpret this policy. The President may identify a designee(s) to serve as the oversight authority for implementing the requirements of this policy. Generally, all communication of an official nature directed to the Board of Visitors shall be channeled through the Office of the President and subsequently forwarded to the Board of Visitors within a reasonable time.

The Responsible Executive or Office is responsible for facilitating adoption, amendment, modification or repeal of this and all BOV Policies. Questions regarding this policy should be submitted to the Responsible Executive or Office. Questions regarding Presidential Policy or President’s Interim Policy should be directed to the President. Questions regarding Administrative Policy should be directed to the Responsible Executive or Office.

CREATING AND MAINTAINING POLICIES

Board of Visitors Policy

Initiation and Development

1 Currently known as the “Faculty Senate.”
The Responsible Executive or Office will prepare a draft policy utilizing the Policy Template. Board Policies may be adopted, amended, modified or repealed, in whole or in part at the direction or initiation of the Board or at the suggestion of the President. Upon such direction or initiation, the Responsible Executive or Office will:

- Obtain the prior review and approval of University Counsel;
- Submit the draft policy document to the members of the Board of Visitors (or its designee/Secretary/Staff) and President for review at least 30 calendar days prior to any Board action;
- Incorporate necessary revisions or feedback from designated governance groups or individuals into a final draft BOV Policy; and
- Present the draft policy at a meeting of the Board of Visitors for review and approval by the designated committee or the full Board.

**Approval**
Board Bylaws require an affirmative vote of at least seven of the voting members of the board provided that that notice of the proposed change has been given at least 15 calendar days prior to the board meeting.

A vote of at least seven of the voting members of the board is also required for the adoption of new BOV Policy. Each member of the Board shall be provided a copy of the policy in final form along with subsequent updates of the *Board Informational Guide*.

**Implementation**
BOV Policies are effective upon adoption by the Board, or the Executive Committee when the Board is not in session, unless a different date is fixed by the Board.

**Publication**
BOV Policies shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive or Office will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of Board approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Board’s Website; and
Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

**Evaluation**

The Responsible Executive or Office is responsible for the accuracy of the subject matter contained in the policy; monitoring compliance with policy and procedures; and timely review during the life cycle of the policies.

The Responsible Executive or Office must take the following steps to evaluate policy and procedures:

1. Evaluate the effectiveness of policies at achieving the desired results/outcome.
2. Monitor compliance and address or report detected issues.
3. Strive to review BOV Policies on a triennial basis or sooner as directed by the BOV.

**Presidential Policy**

**Initiation and Development**

The President (or designee) will prepare a draft policy utilizing the Policy Template. Presidential Policy may be adopted, amended, modified or repealed, in whole or in part. Board approval is not required, however, the President may be directed to establish policy as a result of any of the authority or responsibilities delegated to him/her.

Feedback or suggestions for revisions from designated groups or individuals may be solicited for development of a final draft Presidential Policy. The President may establish the appropriate timetable for review to receive feedback or suggestions for revisions.

**Approval and Implementation**

Approval of the Presidential Policy rests with the President of the University and becomes effective on the date signed by the President.

**Publication**

Presidential Policies shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the President’s Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

Evaluation
The President’s Office is responsible for the accuracy of the subject matter; monitoring compliance with policy and procedures; and timely review during the life cycle of the policies. The President’s Office must take the following steps to evaluate policy and procedures:

1. Evaluate the effectiveness of policies at achieving the desired results/outcome.
2. Monitor compliance and address or report detected issues.
3. Strive to review and evaluate Presidential Policies on a triennial basis or sooner as directed by the President.

Administrative Policy

Initiation and Development
Administrative Policies address critical operational matters and do not include practices or procedures. The Responsible Executive or Office will assess the need for the Administrative Policy, analyze the impact on the University and its stakeholders, and identify and engage subject matter experts or stakeholders involved in the creation of the policy. This information will be reflected in a draft policy document prepared using the Policy Template.

Approval
The Responsible Executive or Office will receive input from identified stakeholders and/or subject matter experts on the draft policy. A 30-day period will be set aside for receiving feedback or suggestions for revisions.

The final draft policy (using the Policy Template) shall be submitted to the President’s Cabinet for review and subsequently to University Counsel for review. Final approval must be obtained from the President’s Cabinet and the President.

Publication
Administrative policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Submit the policy to the President’s Office for inclusion in the online Policy Library within 14 days of approval;

3. Post the policy on the Division’s SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

*Evaluation*

The Responsible Executive or Office is responsible for the accuracy of the subject matter; monitoring compliance with policy and procedures; and timely review during the life cycle of the policies. The Responsible Executive or Office must take the following steps to evaluate policy:

1. Evaluate the effectiveness of policies at achieving the desired results/outcome.

2. Monitor compliance and address or report detected issues.


*Interim Policy*

Interim Policies are provisional policies issued by the Board of Visitors or the President to satisfy an emergent need or exigency. When an emergent need or exigency is declared or deemed necessary by the Board of Visitors or the President, the procedural requirements for policy initiation, development, approval or publication are suspended.

*Initiation and Development*

The Responsible Executive or Office identifies the need for an Interim Policy to fulfill an emergent need until a final policy can be formally approved through the prescribed process.

*Approval*

The Responsible Executive or Office determines the appropriate type of Interim Policy necessary, i.e., Board of Visitors or Presidential Policy, and obtain legal review from University Counsel.

*Publication*

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community affected by the Interim Policy as soon as feasible;
2. Submit the policy for inclusion in the online Policy Library within 14 days of approval; and

3. Post the policy on the appropriate SharePoint Site and/or Website.

Failure to satisfy procedural requirements does not invalidate this policy.

**Evaluation**

The Responsible Executive or Office is responsible for the accuracy of the subject matter; monitoring compliance with policy and procedures; and timely review during the life cycle of the policies.

The Responsible Executive or Office must take the following steps to evaluate policy and procedures:

1. Evaluate the effectiveness of policies at achieving the desired results/outcome.

2. Monitor compliance and address or report detected issues.

3. Strive to review and evaluate the continued necessity for the Interim Policy as determined by the Board of Visitors or the President but no less than on a triennial basis.

**POLICY FORMAT**

Policies issued by the Board of Visitors, President, an administrative division or on an interim basis shall utilize the prescribed Policy Template. Each policy shall be clearly identified as a Board Policy, Presidential Policy, Administrative Policy or Interim Policy in accordance with BOV Policy # 02 (2014) Policy Classification and Numbering System. Failure to satisfy procedural requirements contained herein does not invalidate the policy.

Consistent with the best practice articulated by the Southern Association of Colleges and Schools Commission on Colleges (adopted by the SACSCOC Board of Trustees, June 2010), policy documents must include:

- A concise statement of the purpose of the policy and assurance that it is aligned with institutional or unit purposes; and

- The implementation date and the dates of any subsequent revisions to the policy.

Draft policies must identify:

- Designated executive or personnel responsible for implementing the policy;

- The means by which University stakeholders are informed of the policy and procedures to be followed thereof;
• A timeline for completion of procedures;

• A methodology for monitoring compliance with the policy and reporting results; and

• A schedule for reviewing the effectiveness of the policy and its attendant procedures.

REVIEW SCHEDULE AND PROCEDURES

All policies must designate the Responsible Executive or Office that owns the policy and is responsible for its administration and implementation. Ownership includes authorship and accountability for a policy; accuracy of the subject matter; education and training to appropriate audiences; enforcing and monitoring compliance with the policy; and review in compliance with the following review schedule:

Effective Date and Review Period
Policies become effective on the date specified in the policy. The Responsible Executive or Office is responsible for implementation in accordance with the policy and any procedures included therein. All policies shall include a scheduled review date, which shall be on a triennial basis unless earlier review is warranted.

Revisions
Minor revisions as defined by this policy do not require approval but must be implemented into existing policies. The Responsible Executive or Office is charged with ensuring that the policy is included in the Policy Library and distributed to the University community in accordance with the Publication requirements for each policy.

Revisions that alter the scope or application of an existing policy shall follow the prescribed, applicable policy process. Revisions to existing BOV Policy shall be initiated by the Board or upon the recommendation of the President. The Provost, responsible Vice President or respective designee may initiate revisions following the prescribed process for initiating Administrative Policy.

If a policy is determined to be obsolete, retirement may be requested for approval from the:

• Board of Visitors for BOV Policy.

• President for Presidential Policy.

• Provost, responsible Vice President or respective designee for Administrative Policy.
Next Scheduled Review: September 2020

Approved date: March 17, 2016; September 15, 2017

Revision History: March 19, 2015; March 21, 2014; August 28, 2017

Supersedes (previous policy): NSU Policy No. 01.001 Formulating and Issuing a University – Wide Policy

Related Documents
Board Bylaws (amended 2017)

BOV Policy #02 Classification and Numbering System

Board Policy #03 (2014) Faculty Role in University Governance

Forms
Policy Template

1 This policy is adapted from Virginia Commonwealth University's Policy Creating and Maintaining Policies and Procedures (rev. 2011; 2002).