



BOV POLICY # 02 (2014) Policy Classification and Numbering System

Policy Title:	Policy Classification and Numbering System
Policy Type:	Board of Visitors
Policy No.:	BOV Policy # 02 (2014)
Approval Date:	March 19, 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.

This policy provides for the classification and numbering of all policies of the University to ensure understandable, consistent messaging and formatting.

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PURPOSE

This schema is designed to enable quick and easy identification, cataloging, referencing, and online publication of University policies in the online Policy Library.



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TYPES OF POLICIES

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

Board of Visitors (“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: 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 University Counsel and expires 90 days after the end of the President’s term in office. Board of Visitors approval is not required.

Administrative Policies: 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 practice or procedures, and have broad application throughout the University. Administrative Policy is subject to approval by 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 satisfies an emergent need or exigency.

CLASSIFICATION

All University policies will be classified by policy type, i.e., BOV Policy, Presidential Policy, Administrative Policy, or Interim Policy.

NUMBERING SYSTEM

Board of Visitors and Presidential Policies

Policies promulgated by the Board of Visitors (BOV Policy) and the President (Presidential Policy) are identified by the following: classification, number (sequential), effective year (in parentheses), and policy title. For example:

BOV Policy	# 01	(2014)	Creating and Maintaining Policies
<i>[classification]</i>	<i>[number]</i>	<i>[year]</i>	<i>[title]</i>

Presidential Policy	#01	(2014)	Inclement Weather Policy
<i>[classification]</i>	<i>[number]</i>	<i>[year]</i>	<i>[title]</i>

The effective year is the year of approval or revision.



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Administrative Policies

Administrative Policies are comprised of classification, divisional assignment # [-] number (sequential), effective year (in parentheses), and policy title. For example:

Administrative Policy # 20 - 01 (2013) Identification Badge & Card ID
[classification] [division # - number] [year] [title]

Administrative Policy # 30 – 05 (2003) Experimental Learning Policy
[classification] [division # - number] [year] [title]

The effective year is the year of approval or revision.

Divisional Assignments

Assignment Number Division

10	Human Resources
20-29	Division of Student Affairs
30-39	Division of Academic Affairs
40-49	Division of Finance and Administration
50-59	Division of University Advancement
60	Athletics
61 – 69	Other

Offices or departments within a Division may be assigned a number with the range allotted to each Division. For example, policies designated as or related to the Office of Information Technology may be designated as assignment number 31 under the Division of Academic Affairs; University Housing may be designated as assignment number 23 under the Division of Student Affairs for its Residence Life and Housing Withdrawal and Room Deposit Refund Policy.

Procedures, best practices, guidelines or forms shall be labeled as such and published on the appropriate Division's website.

Interim Policies

Interim policies are identified "Interim" and as BOV Policy or Presidential Policy. The Interim policy is identified as follows: classification, number (sequential), effective year (in parentheses), and policy title. For example:



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Interim BOV Policy	# 01	(2013)	Creating and Maintaining Policies
<i>[classification]</i>	<i>[number]</i>	<i>[year]</i>	<i>[title]</i>

Upon the finalization or ratification (if necessary) of an Interim Policy, the title “Interim” shall be eliminated and said policy shall be added to the appropriate category of policy. The effective year is the year of approval or revision.

PUBLICATION

This policy shall be widely published and 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, electronic 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 appropriate SharePoint Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

Failure to meet the publication requirements does not invalidate this policy.

Next Scheduled Review: September 2020

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

Revision History: March 19, 2015; May 8, 2015; August 28, 2017

Supersedes: NSU Policy No. 01.002 Policy and Procedure Numbering System

RELATED DOCUMENTS:

[Board Policy # 01 \(2014\) Creating and Maintaining Policies](#)

[University Organizational Chart](#)

[Policy Library](#)