

---

**SUBJECT: POLICY DEVELOPMENT AND REVIEW POLICY**

---

**1.0 PURPOSE**

- 1.1. This policy is intended to promote transparency, collaboration, efficiency, and institutional integrity.
- 1.2. This policy governs the process by which policies will be created, revised, suspended, and deleted as official Snow College Policy.

**2.0 DEFINITIONS**

- 2.1. Approval date: The date the policy is approved by the Snow College Board of Trustees.
- 2.2. Effective date: The date the policy goes into effect. Effective date must be the same date or later than the approval date.
- 2.3. Substantive revision: Changes that alter the intent, scope, meaning, or application of a college policy or policy proposal.
- 2.4. Non-substantive revision: Changes to an existing policy or policy proposal that correct typographical errors, grammatical errors, change policy format, and/or update college or reference information.
- 2.5. College policy: College policies are maintained by the Office of the Vice President of Finance and Administrative Services (or designee) and are contained in the policy manual. College policies are institution wide statements that prescribe standards, requirements, restrictions, rights, or responsibilities and support the mission, values, and operation of the institution. All policies must be approved by the Board of Trustees.
- 2.6. Procedure: Procedures are the specific methods employed to carry out college policy in the day-to-day operations of the college. Procedures are adopted by the college with approval of the president or his or her designee. Together, policies and procedures implement the mission, values, and operation of Snow College.
  - 2.6.1. *Policy* and *policies* refer to Snow College policies. Policies may not exist except at the college level. Divisions, departments, offices, etc. may have rules and regulations, guidelines, practices, and standard operating procedures.
- 2.7. Policy manual: The central repository for all Snow College policies.
- 2.8. Policy archive: The central repository for all Snow College policies that have been retired by the Board of Trustees. Archived policies will be kept electronically by the Office of the Vice President of Finance and Administrative Services.
- 2.9. College Council: The College Council is a representative body of the college, and is responsible for policy development and advisement.
- 2.10. Policy sponsor: The individual who proposes the development and advancement of a policy through the appropriate Vice President. The Vice

President then assists the policy sponsor throughout the college policy approval process.

### 3.0 POLICY

- 3.1. The Board of Regents has delegated authority to the college president to establish college policies, subject to the approval of the Board of Trustees (Board of Regents policy R220, Section 4.4). The Board of Trustees shall consult and advise the president generally and approve or disapprove policy proposals.
- 3.2. Snow College policies are the official policies of the college. Unless expressly stated otherwise, they are binding on all college employees, students, and persons visiting or using the facilities or resources of Snow College. Policies exist with the following hierarchy of authority:
  - 1) Federal and state statutes, regulations, and court rulings
  - 2) Board of Regents policies
  - 3) Snow College policies
  - 4) Division, office, department, and program guidelines, practices, and standard operating procedures.
  - 3.2.1. In the event of a conflict between documents at different levels in the hierarchy of authority, the higher-level authority governs, and the subordinate, lower-level document must be read consistently with the higher authority and must be revised to that effect. Moreover, guidelines, practices, standard operating procedures, forms, checklists, protocols, criteria, deadlines, or any other means of implementing or complying with a college policy must be consistent with the college policy.
  - 3.2.2. In the event of conflicting college policies, the College Council will determine which policy or policies must be revised or deleted through a policy approval process to resolve the conflict. In the absence of a determination of the College Council, the most recently approved policy governs.
  - 3.2.3. In the event of a disagreement on interpretation, implementation, and/or compliance with a specific policy, the president, in consultation with the College Council, makes the final decision.
- 3.3. Alleged violations, misinterpretations, or misapplications of college policies may be addressed in accordance with college policies and federal and Utah state law.

- 3.4. Policies shall be enforced beginning on the effective date as established by Board of Trustees action. Policies shall not be enforced retrospectively unless mandated by law.
- 3.5. All sections of college policy have the weight of policy and must be interpreted accordingly.

#### 4. PROCEDURES

- 4.1. Policy approval process: College policies adopted after the enactment of this policy must be approved through the following approval process. New policies, substantive revisions of existing policies, and deletions of existing policies must all follow this process. Any college employee, entity, or student may make recommendations regarding college policy and become a policy sponsor.
  - 4.1.1. To facilitate the policy approval process, a proposed policy or a proposed revision shall comply with established formatting standards and include the use of the following sections: purpose, definitions, policy, procedures. Additional sections may be added as needed. Contact the Office of the Vice President of Finance and Administrative Services to obtain a copy of the official policy template.
  - 4.1.2. Policy proposals must contain the policy in its entirety (i.e., the entire text of a proposed policy, the entire text of an existing college policy and all proposed revisions, or the entire text of an existing college policy being proposed for deletion). Policy proposals may contain supporting documentation to aid the individuals and entities that are reviewing and approving the proposal.
  - 4.1.3. Proposals for policy revision may encompass the entire text of a policy or may be limited in scope to specific sections or parts.
  - 4.1.4. Proposals for policy revision must use strikethrough for deletions of existing language and underline for additions to existing language. In cases where extensive revisions are proposed, two documents are required: one document containing the proposed policy language with no revision marks, and one document containing the existing policy language with strikethrough and underline showing the proposed deletions and additions, respectively.
  - 4.1.5. Policy proposals do not have the weight of policy and will not be implemented prior to the effective date established by the Board of Trustees.
- 4.2. Proposal of a new policy

- 4.2.1. Upon fulfillment of the above requirements, the policy proposal will then be taken to a vice president where a determination will be made as to whether or not the proposed policy is appropriate and necessary.
- 4.3. Legal review
  - 4.3.1. The vice president under which the proposed policy would fall will send the proposed policy to college legal counsel for initial review.
- 4.4. College Council Review
  - 4.4.1. Once reviewed by college legal counsel, the proposed policy will be submitted to the College Council. The College Council will review the proposed policy and make one of two recommendations:
    - 4.4.1.1. If no substantive revisions are necessary, College Council will recommend that the proposed policy be sent out for 30-day campus review. (See 4.5)
    - 4.4.1.2. If substantive revisions are necessary, the proposed policy will be sent back to the policy sponsor for revision. Upon making the recommended changes, the policy sponsor may resubmit the proposed policy to College Council for review.
- 4.5. Thirty-Day Review
  - 4.5.1. Upon receiving approval by College Council, the appropriate vice president shall send the proposed policy to faculty and staff at large for review.
  - 4.5.2. College employees shall have thirty days to review and provide the policy sponsor and the College Council with written feedback.
- 4.6. Second Review by College Council
  - 4.6.1. College Council will review comments from the thirty-day review and either:
    - 4.6.1.1. Approve the proposed policy without substantive revisions suggested from the comments received during the review period, or
    - 4.6.1.2. If substantive revisions are necessary, the proposed policy will be sent back to the policy sponsor for revision. Upon making the recommended changes, the policy sponsor shall send the proposed policy for another thirty-day review by the faculty and staff at large.
      - 4.6.1.2.1. The proposed policy must continue this process until it is deemed that no additional substantive revisions are required.
- 4.7. Second Legal Review

- 4.7.1. If deemed necessary by legal counsel after the preliminary legal review, the proposed policy may be subject to a second legal review.
- 4.7.2. The appropriate vice president shall send the proposed policy to legal counsel for final review or prepare the proposed policy for trustee approval, whichever action is deemed appropriate.
- 4.7.3. If changes are made by legal counsel, the policy shall return to college council for additional review.
- 4.8. Review by Board of Trustees
  - 4.8.1. The president or designee shall present the policy proposal to the Board of Trustees for its review and may withdraw it at any time prior to a vote on the policy proposal. The Board of Trustees shall consult and advise the president generally and (a) approve or (b) disapprove policy proposals.
  - 4.8.2. If the Board of Trustees disapproves a policy proposal that would likely be approved with non-substantive revisions, the president may (a) make the non-substantive revisions at the Board of Trustees meeting and request approval of the revised policy proposal or (b) remand the policy proposal to the policy sponsor and to an appropriate stage of the approval process.
  - 4.8.3. If the Board of Trustees disapproves a policy proposal that would likely be approved with substantive revisions, the president may remand the policy proposal to the policy sponsor and to an appropriate stage of the approval process.
  - 4.8.4. The actions of the Board of Trustees shall be recorded in the minutes of that body.

## 5. REVIEW AND MAINTENANCE

- 5.1. Annually, the College Council will receive five-year policy reviews and recommendations for the continuation, revision, or archival of each policy.
- 5.2. The Office of the Vice President of Finance and Administrative Services shall maintain the policy manual as well as a policy archive. This office shall also facilitate the policy approval process and notify the college community of policy proposals that are approved by the Board of Trustees.
- 5.3. Printed versions of policies that occur in college handbooks, catalogs, etc., shall include a disclaimer that official college policies are located in the policy manual and are subject to change via the policy approval processes. College websites that contain policies shall link to the official policies in the policy manual instead of posting separate copies of policies.

- 5.4. The Office of the Vice President of Finance and Administrative Services shall coordinate a regular review of college policies with the College Council. Each policy shall be reviewed on five-year intervals from its effective date, at a minimum. The reviews shall assess whether policies are still (a) in compliance with applicable laws, regulations, Board of Regents' policies, etc.; (b) consistent with other college policies addressing similar subject matters; (c) current with the college policy format, personnel, position, and entity information; and (d) advisable in meeting the needs of Snow College.
- 5.4.1. If it is deemed that a policy does not align with the above requirements, it shall be proposed by the College Council that the policy be updated or archived, whichever action is found appropriate for that policy. The update or archival of any policy must go through the policy approval process as outlined in section 4.

## 6. POST APPROVAL PROCESS

- 6.1. Once a policy proposal has been approved by the Board of Trustees, the Office of the Vice President of Finance and Administrative Services shall notify faculty and staff in a timely fashion.
- 6.2. If the approved policy is new, the Office of the Vice President of Finance and Administrative Services shall post the new policy in the policy manual.
- 6.3. If the approved policy is for the revision on an existing policy, the Office of the Vice President of Finance and Administrative Services shall post the revised policy in the policy manual in the place of the existing policy that it is replacing. The existing policy shall be placed in the policy archive.
- 6.4. If the policy proposal is for the deletion of an existing policy, Office of the Vice President of Finance and Administrative Services shall delete the policy from the policy manual and maintain it in the policy archive.