Policy Type (choose one):	**New** or Existing

Recommended By (Name, Title, Date):
    Suzan McDermott, Director, HR – February 7, 2019
Approved By (Name, Title, Date):
    Zvi Szafran, President - December 6, 2019
Effective Date: September 1, 2019
Last Review Date: April 15, 2019

Policy Contact:	Director of Human Resources
Contact Phone:	315-386-7611

Policy Requirements – New and Updates

I.   **SCOPE**
This policy addresses the process for developing, issuing, and maintaining all SUNY Canton policies and applies to all college departments, faculty, staff, and students.

II.   **POLICY STATEMENT**
The purpose of this policy is to ensure that the SUNY Canton community understands how policies are created and approved, and that the community has ready access to well-developed and understandable college policies. Policies that are easy to find, read, and understand will:
1. Support the College's mission.
2. Achieve accountability by identifying the offices responsible for policies.
3. Provide faculty, staff, and students with clear, concise guidelines.
4. Document how the College conducts business.

College policies will be:
1. Presented in a common format.
2. Formally approved by the authorized body.
3. Maintained centrally and be accessible to all interested parties.
4. Kept current within the framework of an organized system of change control.

Policies will be clearly distinguished from related procedures according to the definitions in Section IV below. Individuals who are responsible for writing, updating, and distributing college-wide policies must comply with this policy.

Internal policies that apply to the operations of individual units or departments may not conflict with college-wide policy but may be more restrictive.

III.   **POLICY**
A. **Policy Development**
The Policy Initiator may identify a college-level policy issue and develop it into a policy proposal. The Policy Initiator will submit the policy proposal for review and endorsement to the appropriate Vice President over the area the policy most closely affects. If the policy is endorsed by that Vice President, a draft policy is created following the format outlined in Section III (B) of this Policy and sent to the Policy Owner.

The Policy Owner will review the draft policy and consult with various stakeholders regarding the policy's likely impact on the members of the college community, including legal and, if appropriate, Faculty Governance review. After review and input, the policy will move forward for formal approval and signature.

If the policy is approved and signed, the Policy Owner will forward an electronic copy to the Online Policy Administrator for placement on the College's policy webpage and a hardcopy to the Hardcopy Policy Administrator for archiving of signed college policies and policy revisions.

As identified in the particular policy, the responsible office will monitor compliance and facilitate remedies for noncompliance as directed by the policy.

B. **Policy Format**
A standard policy format ensures clarity and consistency. Although not all policies will contain all of the format elements, College policies will be written and maintained following the format described below:

1. **Header Information**: (mandatory element)
   a. Policy Number
   b. Policy Name
   c. Number of Pages
   d. Policy Type (indicate whether the policy is new or existing/updated)
   e. Recommended By (provide name, title, and date of who/when recommended)
   f. Approved By (provide name, title, and date of who/when approved; include each level of approval)
   g. Effective Date
   h. Last Review Date
   i. Category
   j. Policy Contact (position, not specific person)
   k. Contact Phone (use general office line if possible)

2. **Scope**: (mandatory element) Identification of parties governed by the policy.

3. **Policy Statement**: (mandatory element) Purpose of the policy and the statement of philosophy, position, rule, regulation, or direction.

4. **Policy**: (mandatory element) The actual policy covering topics which include: duties assigned to responsible parties and other parties as necessary, other information specific to a particular policy subject as needed, and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.

5. **Definitions**: (optional element) Meaning and interpretation of terms used in the policy.

6. **Other Related Information**: (optional element)

7. **Procedures**: (mandatory element, if the policy is procedural) Clear procedural steps to follow.

8. **Forms**: (optional element) If there are forms mentioned in policy, they need to be listed here.

9. **Authority:** (optional element)

10. **History:** (optional element)

11. **Appendices:** (optional element)

12. **Frequency of Review and Update**: (optional element) Measure of time during which the policy must be reviewed and updated. Policies will have a normal review period of every five (5) years, unless changes in laws or college business needs require a different review/revision schedule.

13. **Signature, Title, and Date of Approval:** (mandatory element) Required for initial approvals and all subsequent reviews and updates.

   Note: If a section has no content, "None" should be indicated.

C. **Location of Policies**
To ensure ready access to College policies, SUNY Canton will maintain an official College Policies webpage (http://www.canton.edu/policies/) with the most current approved version of all college policies. The webpage will be maintained by the President's Office in a standard electronic format and will follow the structure described in Section III (D) below. The documents on the College Policies webpage will constitute the official electronic depository for SUNY Canton's college-wide policies.

To maintain an organized system of change control and to ensure consistency throughout the College, individual departmental websites should not contain separate copies or versions of college policies or applicable procedures. Instead, departmental websites that reference college policies and procedures must use hyperlinks to the documents on the official College Policies webpage. This does not preclude departments from maintaining internal departmental policies and procedures on their websites, provided the internal departmental policies and procedures are not identified as official college policies and procedures and do not conflict with official college policies.

D. **Structure and Organization of College Policies**
The College Policies website will list all policies in the Policies and Procedures Manual by section number and location number within that section. Policies will be assigned to the following sections:

   01.   Framework Policies
   02.   Academic Policies
   03.   Student Policies
   04.   Business Policies
   05.   General Policies (Apply to Everyone)
   06.   Faculty and Professional Staff Policies
   07.   Classified Staff Policies
   08.   Other Policies

IV. **DEFINITIONS**
Policy: A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the college community in the conduct of college affairs.

A College Policy:
   - is a governing principle that mandates or constrains actions,
   - has institution-wide application,
   - changes infrequently and sets a course for the foreseeable future,
   - helps ensure compliance with applicable laws and regulations,

- reduces institutional risk, and
- is approved at the executive levels of the College (Vice Presidents Group (VPG))

Academic Policies: Academic Policies are policies which directly affect the mission of the College. (Includes Student Handbooks for academic programs.)

Administrative Policies: Administrative Policies are non-academic policies governing the operations of the College.

Student Policies: Student Policies are policies which directly affect student life at the College.

Procedure: A procedure is a guideline or series of interrelated steps taken to help implement the policy. College procedures:
- should be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed, and
- should be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy.

Department-specific handbooks and policies must be reviewed and approved by the area VP and HR before implementation.

Note: Departmental procedure manuals (day-to-day process guides) generally do not require formal approval by senior university officials.

Policy Initiator: The Policy Initiator is any faculty, staff member, or student who identifies a college-level issue and develops a policy proposal.

Policy Owner: The Policy Owner is the appropriate College official whose jurisdiction covers the subject matter of the policy.

Stakeholders: Stakeholders are college community members who are affected by the College policy being developed.

Online Policy Administrator: The office responsible for publishing approved policies to the College website.

Hardcopy Policy Administrator: The office responsible for updating relevant handbooks if needed and retaining a copy of executed policies.

Detritus: Routine corrections such as spelling or grammatical errors, updating of names or titles, etc.

Procedural: Change in how something is carried out that does not affect the policy itself, i.e., one committee reviewed the policy and now another committee does, forms have changed, Provost required to sign now they are not, etc.

V. OTHER RELATED INFORMATION
None

VI. PROCEDURES
Note: *These guidelines apply to college-wide policies, not internal individual unit or department policies.*

A. **New Policies**
   1. The Policy Initiator writes a new policy or updates an existing policy and brings it to the Vice President of the area it most affects for comments and approval. If that Vice President approves, the new policy becomes a draft policy and is forwarded to the Policy Owner.

   2. The Policy Owner reviews the policy and consults with various stakeholders regarding the policy's likely impact on the members of the college community, including legal and, if appropriate, Faculty Governance and/or College Council review.

   3. The Policy Owner sends the draft policy recommendation to Policy Owner's Vice President/Division Head.

   4. The Vice President/Division Head reviews the new policy recommendation, adds their edits, and brings the proposed policy to the VPG for an unofficial review to determine its viability with regard to moving it forward.
      a. If viable, the edited-draft policy will be sent out for review to the appropriate people/groups.
      b. If not viable, the Vice President/Division Head that brought the proposed policy to VPG will write a brief description as to why the proposal is not viable, and return it to the Policy Owner and Policy Initiator.

   5. Once all reviews are done and adjustments made, the final draft of the new policy will be brought back to VPG for final review and official vote/recommendation.

   6. The recommendation will go to the President for final action.

B. **Existing Policies**
   Note: *Major edits need to be set off in some manner – highlighted, placed in red font, etc.*

   1. The Policy Owner will determine if the updates are detritus or not.
      Detritus
      - If updates are detritus, the Policy Owner will send the updated policy to the Hardcopy Policy Administrator requesting to have the updates made.
      - The Hardcopy Policy Administrator will keep a list of detritus items and when they were made.

      Not Detritus
      - If the updates are not detritus, the Policy Owner will bring the updates to the Vice President/Division Head.

   2. The Vice President/Division Head will determine if the updates are procedural in nature or if they need further review.
      Procedural Updates
      - The Vice President/Division Head will provide an FYI to the VPG on the updates.
      - The Vice President/Division Head will send the updates to the Hardcopy Policy Administrator requesting to have the updates made.

Further Review Needed
- The Vice President/Division Head will bring the updates to the VPG for review and decision as to if the updates need further vetting.
- If further vetting is needed, the updates will be sent out for review to the appropriate people/groups.
- If vetting is only needed by the VPG, the process will automatically move to a final review and official vote/recommendation.

3. Once all reviews are done and adjustments made, the final draft of the updated policy will be brought back to VPG for final review and official vote/recommendation.

4. The recommendation will go to the President for final action.
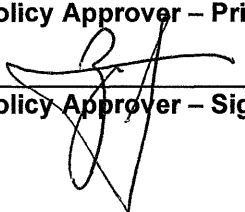
VII.   FORMS
None

VIII. AUTHORITY
None

IX.   HISTORY
None

X.   APPENDICES
None

XI.   FRENQUENCY OF REVIEW AND UPDATE
Policies will have a normal review period of every five (5) years, unless required otherwise.

XI.   SIGNATURE, TITLE, AND DATE OF APPROVAL

Zvi Szafran
Policy Approver – Printed Name

President
Title

Policy Approver – Signature

_12-6-19_
Date of Approval