



Policy Development and Review Procedure

Procedure Number: 101P

Responsible Office: Office of the President

Forms: N/A

Effective Date: 03/29/2017

Date Last Reviewed: 09/22/2023

1. Purpose

This document outlines the process for developing and reviewing Northern Virginia Community College's policies and associated procedures.

2. Definitions

Policy: A statement of management philosophy and direction, established to provide guidance and assistance to the NOVA community in the conduct of College affairs. College policies typically address operational expectations across all administrative and academic units of the College, and/or compliance with applicable laws and regulations.

Policy Liaison: The College administrator who coordinates the policy development and review process, maintains records related to the development and revision of College policies, and maintains the master list of current approved College policies.

Procedures: A set of specific actions to be taken for the orderly implementation of policies. Typically, approval authority for a procedure rests with the Administrative Council member(s) responsible for the functional area addressed by the policy being implemented.

Responsible Office: The College Office charged with ownership of a specific policy and the point of contact for members of the College community regarding the policy. The Responsible Office must be at the Administrative Council level. Responsible Office initiates the policy, participates in its development, follows established procedures for obtaining its approval, and implements the policy. The Responsible Office ensures accuracy of content and reviews the policy on a regular schedule.

Stakeholder: A College office, department, or unit with a notable interest in the subject matter or outcome related to a proposed policy.

3. Procedure

1. Policy Document Format

- a. NOVA policies are written and maintained in the following format to provide consistency, enable end-user readability, and enable effective review.



b. Header to include the following information:

- i. Policy Title
- ii. Policy Number
- iii. Category
- iv. Procedure
- v. Responsible Office(s)
- vi. Effective Date
- vii. Date Last Reviewed

c. Section 1: Scope

- i. The subject matter of the policy; the population to whom the policy applies; and when appropriate, identification of the law, regulation, or policy causing the necessity for the NOVA policy.

d. Section 2: Policy Statement

- i. A philosophy, position, rule, regulation, or guideline statement.

e. Section 3: Authority

- i. Related policies, regulations, and laws that provide NOVA with the authority or establish a need to enact its own policy.

2. Procedure Document Format

- a. NOVA procedures are written and maintained in the following format to provide consistency, enable end-user readability, and enable effective review.

b. Header to include the following information:

- i. Procedure Title
- ii. Procedure Number
- iii. Responsible Office(s)
- iv. Forms
- v. Effective Date
- vi. Date Last Reviewed

c. Section 1: Purpose

- i. An overview of the objective of the procedure.

d. Section 2: Definitions



- i. Meanings or interpretations of critical words or terms specific to their usage in the procedure.

e. Section 3: Procedure

- i. The specific action(s) to be taken to implement the policy.

3. Development and Revision of College Policies

- a. A new or revised policy is proposed to the Administrative Council member representing the Responsible Office. Changes in law or in DHRM or VCCS policy may also require the development, revision, or deletion of NOVA policies. NOVA will not create policies that duplicate existing VCCS, DHRM, or other state policies.
- b. The Responsible Office conducts the initial holistic review, and as subject matter expert, determines if the new or revised policy is necessary.
 - i. If so, the Responsible office creates the draft policy. In drafting a new or revised policy, the Responsible Office ensures the policy aligns with NOVA's mission and values and does not create any undue barriers and inequities for students, faculty, or staff.
 - ii. If the Responsible Office does not support the creation of a new or revised policy, it explains this decision in writing to the Administrative Council member, for dissemination to the proposer.
- c. The draft policy advances to the Policy Liaison, the President's Chief of Staff, to update the tracking system.
- d. The Policy Liaison submits the draft to the Office of System Counsel for legal review.
- e. The Office of System Counsel returns the reviewed draft to the Policy Liaison and to the Responsible Office with any recommended/required changes.
- f. The Policy Liaison initiates a 15-day comment period through an online portal for the NOVA community to provide feedback.
- g. Simultaneously with (f), the Responsible Office shares the draft policy with College Senate for review. The College Senate provides its collective feedback to the Responsible Office within 30 business days from receipt of the draft policy.
- h. The Policy Liaison monitors the feedback portal and provides all comments to the Responsible Office for consideration.
- i. The Responsible Office has 15 business days to revise the policy based on feedback and comments from the NOVA community and the College Senate; provide a final version of the policy to the NOVA community via the Daily Flyer, including a summary of changes; and submit the final draft to the Administrative Council for final action.

4. Policy Approval

- a. The Administrative Council member(s) with responsibility for the subject matter of the proposed policy presents the proposed policy to the Administrative Council for review and approval.

- b. If required, the policy will be forwarded to the NOVA Board for its review and action at its next scheduled public meeting.
- c. When the policy is approved, the President signs the policy and associated procedure document and enters the effective date.
- d. The Policy Liaison maintains a signed copy of the approved version of the policy and associated procedure.
- e. The Responsible Office maintains a file that contains relevant backup materials applicable to the development of each new or revised policy and associated procedure. Included in that file are copies of the various drafts and comments resulting from their review and revision.

5. Review and Updating of Policies and Procedures

- a. Each NOVA policy and its associated procedure are reviewed every five years or more frequently as needed. The review ensures that the policy remains consistent with requirements of VCCS and DHRM policy, state and federal law, and that the policy and procedure are appropriate, effective, and aligned with the college's mission and values. Each review includes a recommendation regarding the frequency of subsequent reviews based on the nature of the policy and procedures and their susceptibility to change.
- b. NOVA policies will be deleted if they are made redundant by a VCCS or state policy.

6. Publication of Policies and Procedures

- a. Within two weeks of approval by the Administrative Council, the Policy Liaison provides the approved policy and associated procedure to the Web Services and Digital Media Office for posting on the College policies web page. The Responsible Office is responsible for communicating new or changed policies within two weeks of approval (e.g., via the Daily Flyer). These announcements should briefly describe the policy and refer readers to the NOVA website for the actual policy and procedure.

7. Location and Accessibility of Policies and Procedures

- a. The NOVA website contains the most current approved version of all College policies and procedures. The documents on the College policies web page constitute the only official College-wide policies and procedures.
- b. To ensure consistency throughout NOVA, individual departmental web sites may not contain separate copies or versions of College policies and procedures. Instead, departmental web sites that reference College policies and procedures must use hyperlinks to the documents on the official College policies web page.
- c. Policies and procedures exist only at the College level. Individual Departments and Offices may not create policies and procedures.

8. Categorization of Policies and Procedures

- a. The Policy Liaison maintains the master list of policies and policy numbers. The College policies web page lists all policies by name and number. Policies are assigned a number according to the following categorization system:



- 100: General College Policies
- 200: Academic Policies
- 300: Administrative Policies
- 400: Human Resources Policies
- 500: Information Technology and Communications Policies
- 600: Student Policies

b. Associated procedures are listed by policy number with a “P” following the number.