

Mission, Goals, & Board Operations

Board of Trustees Policy

SUBJECT: Policy Development	NUMBER: 1.3
	DATE: February 22, 2016
	SUPERSEDES:

Purpose

The purpose of this policy is to provide well-defined and consistent procedures for the development and/or revisions of policies at SUNY Schenectady.

Policy

Employees of the College who are responsible for the development and/or revisions of policies are required to follow the standardized guidelines.

Policies must:

- Champion the mission, vision and strategic goals of the college;
- Consider the effect on students;
- Consider the effect on administrators, faculty and staff;
- Comply with all legal responsibilities (federal, state, local);
- Take into consideration strategic implications as well as risk;
- Be parallel to other College policies; and,
- Have a cost-effective approach to implement and sustain.

Process

The need for policies may be identified by one or multiple areas of the college. Review and feedback of policies should move through the appropriate department(s), and/or faculty and staff organizations, and/or Governance committees. Legal review may be necessary.

Definition of Policy:

At SUNY Schenectady, a policy is defined as a concise, official and required statement which influences and determines all major decisions and actions, and all activities taken place within the boundaries set by the policy. The policy should serve as a basis for decision-making and a means by which the college reduces institutional risk. Policies support the college's mission and goals; thus, a policy should change infrequently. A policy has final approval by the Board of Trustees.

Procedures

- A Board of Trustee Policy Review/Revision/New Policy Form must be completed.
- A standard template for all policies must be utilized.
 - Templates are to include the following: Title, date initiated or updated, statement of purpose, policy, definitions (if applicable), audience, relevant legislation, related documents (if applicable), procedures and last date of review.
- Ownership to an individual or group of individuals should be assigned. A primary Vice President owner is identified for each policy.
- Training needs should be assessed for implementation of the policy.
- The policy will be guided, through the appropriate College Governance committees and processes.
- Final approval of policies resides with the College's Board of Trustees.
- The policy is to be implemented by the Vice President who "owns" the policy or a designee of the President.
- A review process for policies should take place every five years or as required by changes in regulation or law.