



## **POLICY ON COLLEGE POLICIES<sup>1</sup>**

Skidmore College is committed to carrying out its educational mission in a manner that reflects the highest levels of excellence and integrity. In support of that commitment, the College adopts policies to reflect its institutional values and to clarify expectations of individual members of the campus community. Such policies also serve, and are sometimes required, to support the College's compliance with laws and regulations.

This Policy applies to the development, adoption, and amendment of College policies. For purposes of this document, "College policies" are those that are intended to apply College-wide or that will have significant institutional implications.

1. In general, all new College policies and all substantive modifications to existing College policies will be initiated by the appropriate Cabinet member and, where appropriate, by the faculty and students within the context of shared governance.
  - a. Cabinet members will advise and consult with one another regarding College policies being considered in their areas.
  - b. In the case of College policies affecting the faculty or the curriculum, any relevant provisions of the *Faculty Handbook* shall apply.
  - c. Typically, individuals with responsibility for a particular area will develop a proposed College policy, consult with others as appropriate, and (through the appropriate Cabinet member) forward a draft to Cabinet for its consideration and approval. The Cabinet will notify the Institutional Policy and Planning Committee (IPPC) of any new or substantively revised College policy approved by the Cabinet. The Cabinet may determine, before approving a policy, that the policy should undergo a more robust process in accordance with Section 2 below. Independently, IPPC may recommend

a. The responsible

- Presentation of the policy at a Faculty Meeting for discussion and comment.
- Deliberation at a Faculty Meeting and a vote of the faculty to

- g. A report of actions relating to the proposed policy will be recorded in the IPPC Annual Report.
3. Any member of the College community who wishes to propose a College policy should contact a member of Cabinet, the IPPC, or other appropriate committee with a written proposal. Depending on the nature of the policy, the procedures to be followed may be as in Section 1 or Section 2 above.
  4. Each approved College policy shall include a designation of a “Responsible Office” that is responsible for administering the policy. The Responsible Office is responsible for notifying affected members of the College community of the adoption or modification of a College policy prior to its effective date and for maintaining the current approved version of the policy.
  5. Responsible Offices will ensure that College policies in their areas are available on an appropriate College website. Where useful, links to other appropriate websites (e.g., *Faculty Handbook*, *Employee Handbook*, *Student Handbook*, Human Resources, Financial Services, etc.) will be provided. Responsible Offices also will consider any feedback or concerns about College policies in their areas and, where appropriate, consider proposed amendments.
  6. The President of the College retains authority to issue such College policies as may be required, in the event of exigent circumstances, to protect the best interests of the College. The President shall inform the IPPC of any such policy.