

## Policy for Development of Barnard College Administrative Policies

**Effective:** December 9, 2019

### **Revision History:**

### **Executive Summary:**

Barnard College (the “College”) requires that all employees drafting policies for the College comply with this policy to help ensure standardized policy development. This policy formalizes the process for developing, approving, disseminating, administering, and updating policies and procedures.

### **Reason for the Policy:**

This policy applies to all employees charged with developing, issuing and maintaining Barnard College policies, guidelines, and procedures to ensure standardized policy development.

### **Who is Responsible for This Policy:**

Responsible Administrators: General Counsel and any designee of the General Counsel

Responsible Office: Office of the General Counsel

### **Who is Governed by This Policy:**

All Barnard employees are governed by this policy.

### **Definitions:**

A “Policy” is a formally approved guiding or governing principle(s) established to provide guidance and assistance to College community members regarding the conduct of College affairs.

A “Procedure” is a series of steps, described in logical order and plain language, for carrying out the Policy. Complex procedures should be presented in outline form. If there is a procedure for requesting exceptions to the policy, please include it here

The “Responsible Office” will develop and administer the Policy, and will be accountable for the Policy’s accuracy, interpretation, and updates to the Policy.

### **Policy Statement:**

Barnard College establishes College Policies and related Procedures to support the College’s mission, to guide and govern institutional operations, to comply with applicable laws and regulations, and to set standards across the College. The College seeks to bring consistency to creating and adopting College-wide Policies, which will help the College maintain accountability and make the process of Policy adoption and review more transparent to the College community. The Office of General Counsel (OGC) shall develop and maintain a Policy library on its internal portal for access by members of the College community.

Authorized employees should develop Policies and Procedures as the result of an identified need. The need can be anything from coordinating compliance with applicable laws and regulations to reducing institutional risks. This Policy formalizes the process for developing, approving, disseminating, administering and updating Policies and Procedures.

**Policy Development Procedure:**

1. Employees seeking to develop a Policy must submit a memorandum proposing the proposed policy for review by the vice president for that department (Area VP) and OGC. The memorandum should include responses to the following questions:
  - Why are you submitting this policy proposal now?
  - Does the College already have a Policy on or related to the subject?
  - What campus constituencies are affected by the proposed policy? Are affected constituencies aware of the draft? Have they provided input?
  - Is this proposed policy necessary to obtain/maintain compliance with applicable laws or regulations? If so, what are the requirements for compliance?
  - What are best practices on this subject matter?
  
2. After the area VP and OGC approve moving forward, the employee drafts the proposed policy using the applicable template.
  
3. The employee submits the draft policy to the Area VP and OGC for review. They evaluate whether the proposed policy meets the defined need stated in the approved memorandum and consider the impact on affected constituencies.
  
4. After the Area VP and OGC approve the draft policy, the Area VP submits the draft policy to Senior Staff for review.
  
5. After Senior Staff approves the proposed policy, the Area VP submits the final Policy and related documents to OGC. The new Policy is added to the Policy library. In consultation with the Office of Communications, the Area VP sends notice of the new Policy to the affected constituencies.

**Policy Administration**

The Responsible Office for a particular Policy will be designated at the beginning of the Policy. The Responsible Office must:

- Administer the Policy, including, as applicable, preparing any required reporting documents, in consultation with OGC.
- Coordinate training and necessary educational programs related to the new Policy;
- Remain current on best practices related to the Policy; and
- Review the Policy every four years, or earlier if necessary. Any necessary revisions or updates must be approved by the Area VP and OGC.

**Related Policies and Documents:**

Policy Development Template

**Website for This Policy:**

<https://my.barnard.edu/BC%20Policies/Policy%20for%20Development%20of%20Barnard%20College%20Administrative%20Policies.pdf>

**Policy Template:**

**Name of Barnard College Policy**

**Effective:** List the earliest date that this Policy first became effective.

**Revision History:**

List the dates when the Policy was revised and republished. Bold the most recent date of revision.

**Executive Summary:**

A brief summary of the policy and intent behind the creation of it.

**Reason for the Policy:**

A brief explanation of why the policy is necessary. Reasons can be ethical, philosophical, legal, regulatory, historical, financial, pragmatic, or any combination thereof. If serious consequences would result from failure to follow the policy, please describe them.

**Who is Responsible for This Policy:**

Responsible Administrator(s):            The title of the Administrator sponsoring the policy.

Responsible Office:                    The name of the office(s) that will develop and administer the policy  
and be accountable for the policy’s accuracy, interpretation, and updating.

**Who is Governed by This Policy:**

A list of groups within the campus community governed by the policy, e.g. faculty, staff, students, or sub-groups thereof.

**[if applicable] Definitions:**

An alphabetical list defining in plain language terms in the policy that have a specialized meaning.

**Policy Statement:**

A capsule description (the shorter the better) of what the policy is.

**[if applicable] Procedure:**

A series of steps, described in logical order and plain language, for carrying out the policy. Complex procedures should be presented in outline form. If there is a procedure for requesting exceptions to the policy, please include it here.

**Related Policies and Documents:**

Other policies or documents (such as federal and state laws or regulations) referred to in the policy or of interest to a reader who may want to investigate further. Please provide Internet links if they exist.

**Website for This Policy:**

Where a reader can find an electronic version of the policy on the Internet.