Policy on Policies

Introduction

Haverford College creates and maintains policies to establish responsibility, integrity, and accountability in support of the mission of the College and in compliance with state, local, and federal law. The Policy on Policies is intended to ensure a transparent process for the creation, approval, review, and revision of College policies, to facilitate broader community awareness of and engagement with such policies while increasing compliance, and to promote institutional consistency in the presentation and spirit of policies.

Definitions

- **Policy:** A philosophical foundation or principle which establishes a behavioral norm
- **Procedure:** Operational guidelines through which a policy is realized and followed
- **College-wide Policy:** Policies that govern the College as a whole or broad constituencies thereof
- **Unit-level Policy:** Policies that govern specific divisions or departments of the College
- **Senior Staff:** The leadership of each of the College's organizational divisions, which oversees administrative policies of the College and serves as the president's cabinet.
- **Sponsor:** The member(s) of Senior Staff responsible for the policy.
- **Policy Clerk:** The employee tasked with stewarding the Policy Ledger.
- **Policy Ledger:** The College's central record of each policy, approval and revision dates, and sponsor.

Scope

This Policy pertains to all policies of the College, but differentiates among:
- Policies that govern the College as a whole or broad constituencies thereof, e.g. all students or all faculty, or a large group of staff external to the Policy sponsor's division ("College-wide policies");
- Policies that only govern specific divisions or departments of the College ("Unit-level policies")

Policies of the Board of Managers and Corporation are not included, and will adhere to their own processes.

Policy

College-wide Policy

All new College-wide policies and substantive policy revisions must be approved by the president and Senior Staff, adhere to the procedures below, and subsequently be communicated to the relevant community constituencies.

Unit-level Policy

All new Unit-level policies and substantive policy revisions must be approved by the president and the appropriate Senior Staff member(s), adhere to the following procedures, and subsequently be communicated to the relevant community constituencies.

Revision

It is the responsibility of the office that administers the policy to recommend revisions on an ongoing basis, but all policies must be evaluated for revision within five years of the last revision date.

Procedures for Developing and Implementing Policies

Policy Template

All new policies must use the [Policy Template](#), and legacy policies undergoing revision must adopt the new template. Policy Template components include:

- **Policy Title**
- **Introduction** (For all policies for which the "Policy" and "Procedures" sections span more than one page, provide a brief abstract.)
- **Definitions** (What are the key terms contained within the policy, and what are their meanings?)
- **Scope** (To whom does this policy apply, and/or to what?)
- **Policy** (What is the policy?)
- **Procedures** (What are the detailed steps for implementation and/or adherence to the policy?)
- **References, Related Resources, or Appendices** (Other policies, diagrams, etc.)
- **Last Revision Date**
- **Contact Office**

Creation and Approval

Each policy must be sponsored by one or multiple members of Senior Staff ("Sponsor"). They, or their delegates, are responsible for authoring a draft, and circulating it as

appropriate for feedback. This process should include consulting with colleagues and bodies whose perspectives are relevant to the policy's substance and to affected constituencies. Such bodies might include representative governance structures (e.g. Students' Council, Faculty Affairs and Policies Committee, Staff Association Executive Committee), committees of the Board of Managers or the Corporation, or community stakeholders whose views are solicited via a public comment period. This process of engagement should be iterative, with the sponsor circulating new policy drafts that incorporate the received input.

Final drafts of College-wide policies should be brought to the president and Senior Staff for review and approval. Final drafts of unit-level policies should be brought by the sponsor to the president and any appropriate Senior Staff member(s) for their review and approval.

Following a policy's approval, it is the responsibility of the sponsor and their delegate(s) to implement the policy.

Revision

Substantive policy changes may arise by necessity, or as a result of the regular five-year policy review. Substantive revisions must follow the standard process for either College-wide or unit-level policy development and approval, as appropriate.

Non-substantive changes to a policy do not require any review beyond the policy sponsor. Non-substantive changes may take many forms, including but not limited to: grammar or spelling corrections, technical revisions, updated names of pertinent offices or departments, or re-organized policy sections.

Publication and Web Presence

Following approval, policies may be hosted on the pertinent departmental webpage, but must also be noted and linked to on the College Policies webpage under the appropriate heading. The sponsor must contact the webmaster, providing updated language and the policy PDF for upload. Following revisions, the sponsor must work with the webmaster to ensure that the new PDF digitally replaces its predecessor, and that any previous versions are no longer accessible.

Conflicting Versions

When two versions of the same policy are found to conflict, or multiple versions are published on the website, it is the responsibility of the sponsor to refer to the Policy Ledger and to then work with the webmaster to remove conflicting or outdated policies. In cases of significant ambiguity between versions, the ambiguity should be reconciled through the appropriate revision process. The President will determine the governing policy version in the interim.

Archiving

Following approval of a new policy, or substantive revisions, the sponsor must submit both a final PDF and DOC (or other editable format) of the policy to the Policy Clerk, who will add the files to the Policies folder in Senior Staff Storage, following the filename format PolicyTitle_Year_Month (i.e. PolicyonPolicies_2019_02). The Policy Clerk will then notate the policy, sponsor, and approval/revision date in the Policy Ledger.

Gender Neutral Language

All policy text and related documents must use gender-neutral pronouns and language, in accordance with the College's Gender-Neutral College Language Policy.

References, Related Resources, or Appendices:
- College Policies webpage
- Policy Template

First approved/Last revised February 25, 2019

Effective date July 1, 2019

Next review required by July 1, 2024

Sponsor: Jesse Lytle, Vice President and Chief of Staff
Contact the President's Office with any questions.