

Presidential Policy # 02-01 (2018) - Classification and Numbering System Policy

Policy Title: Policy Classification and Numbering System
Policy Type: Presidential Policy
Policy No.: Presidential Policy #02-01 (2018)
Approval Date: August 21, 2018
Responsible Office: President’s Office
Responsible Executive: CEO/President
Applies to: College Community

POLICY STATEMENT

Wiley College is committed to supporting and promoting a culture of accountability and transparency and expects all members of the College Community to conduct the College’s business in a lawful and ethical manner.

This policy provides for the classification and numbering of all policies of the College to ensure understandable, consistent messaging and formatting.

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PURPOSE

This schema is designed to enable quick and easy identification, cataloging, referencing, and online publication of College policies in the online Policy Library.

PRESIDENTIAL POLICY # 01 (2018) Classification and Numbering System Policy

TYPES OF POLICIES

There are the four types of policies at Wiley College:

Board of Trustees (“BOT”) Policy: addresses governance of the College and requires a majority approval of the Board of Trustees. The authority to determine when a policy warrants Board of Trustees level of approval rests with the Board and the President with the advice of College Counsel.

Presidential Policy: policy that promulgates the President’s decisions on the operation of the College, Board of Trustees action, changes in law or new administrative issues within the College itself. Presidential Policy is issued by the President of the College with the advice of College Counsel and expires 90 days after the end of the President’s term in office. Board of Trustees approval is not required.

Administrative Policies: addresses critical operational matters to ensure compliance with applicable laws, regulations, and policies at the federal, state or local levels. Administrative Policies do not address practice or procedures, and have broad application throughout the College. Administrative Policy is subject to approval by the President, applicable Vice President, or respective designee for policy issuance and major revisions. Board of Trustees approval is not required.

Interim Policy: provisional policy issued by the Board of Trustees or the President that satisfies an emergent need or exigency.

CLASSIFICATION

All College policies will be classified by policy type, i.e., BOT Policy, Presidential Policy, Administrative Policy, or Interim Policy.

NUMBERING SYSTEM

Policies promulgated by the Board of Trustees (BOT Policy) and the President (Presidential Policy) are identified by the following: classification, number (sequential), effective year (in parentheses), and policy title. For example:

CLASSIFICATION	NUMBER	YEAR	TITLE
BOT POLICY	#01	2018	Classification and Numbering System Policy
PRESIDENTIAL POLICY	# 02	2018	Inclement Weather Policy

ADMINISTRATIVE POLICY	#03	2018	Distance Education Policy
INTERIM POLICY	#04	2018	

The effective year is the year of approval or revision.

Divisional Assignments

DIVISION	NUMBER ASSIGNED
10	Division of Academic Affairs
20	Division of Business and Finance
30	Division of Human Resources
40	Division of Student Affairs
50	Division of Institutional Advancement
60	Division of Enrollment Services
70	Division of Security
80	

Offices or departments within a Division may be assigned a number with the range allotted to each Division. For example, policies designated as or related to the Office of the Registrar may be designated as assignment number 10 under the Division of Academic Affairs. Using the example, policies under the Office of the Registrar will be listed as:

03 = Administrative / 10 = Academic Affairs / 04 = Registrar / 01 = first policy

Procedures, best practices, guidelines or forms shall be labeled as such and published on the appropriate Division's website.

ACADEMIC AFFAIRS - #10	NUMBER ASSIGNED
01	Assessment
02	Division of Business and Finance
03	Division of Education
04	Division of Sciences
05	Division of Social Science and Humanities
06	Office of Institutional Effectiveness
07	Institutional Research
08	Library Services
09	Office of the Registrar
10	Student Success Center
11	Student Support and Disability Services
12	Testing
13	Other

BUSINESS AND FINANCE - #20	NUMBER ASSIGNED
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01	Auxiliary Services
02	Facilities Management
03	Finances
04	Information System and Technology
05	Security
06	Student Financial Services
07	Other
08	

HUMAN RESOURCES - #30		NUMBER ASSIGNED
01	Human Resources	
02	Other	

STUDENT AFFAIRS - #40		NUMBER ASSIGNED
01	Athletics	
02	Career Services	
03	Health Services	
04	Religious Life	
05	Residence Life	
06	Student Development	
07	Other	
08		

INSTITUTIONAL ADVANCEMENT - #50		NUMBER ASSIGNED
01	Advancement Services	
02	Alumni Relations	
03	Development	
04	Other	

ENROLLMENT SERVICES - #60		NUMBER ASSIGNED
01	Admissions and Recruitment	
02	Financial Aid	
03	Other	

SECURITY - #70		NUMBER ASSIGNED
01	Security	
02	Other	

Interim Policies

Interim policies are identified “Interim” and as BOT Policy or Presidential Policy. The Interim policy is identified as follows: classification, number (sequential), effective year (in parentheses), and policy title. For example:

CLASSIFICATION	NUMBER	YEAR	TITLE
INTERIM BOT POLICY	#04	2018	Creating and Maintaining Policies

Upon the finalization or ratification (if necessary) of an Interim Policy, the title “Interim” shall be eliminated and said policy shall be added to the appropriate category of policy. The effective year is the year of approval or revision.

PUBLICATION

This policy shall be widely published and distributed to the College community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the College community within 14 days of approval;
2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the appropriate SharePoint Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

Failure to meet the publication requirements does not invalidate this policy.

Next Scheduled Review: September 2020

Approved date: August 21, 2018

Revision History: TBD

Supersedes:

RELATED DOCUMENTS:

College Organizational Chart
Policy Library