

Policy on Policies

Purpose

To expedite the creation and revision of College policies, including to ensure that appropriate members of the College community are involved in the process of creating, revising and approving College policies, and that College policies are clear, concise, and consistent.

To promote communication to and availability of policies to all members of the College community as appropriate to promote understanding of, and compliance with, those policies.

Definitions

- *Academic Policies.* Includes policies governed by the *Statutes of the Faculty* that are required to be approved through the statutory process.
- *Minor Administrative Procedure.* A procedure that does not have College-wide significance; applies only to an individual unit or function; and may need to be changed quickly or on a regular basis because of changing circumstances. *Examples of minor administrative procedures include, but are not limited to, policies specific to different areas and procedures to maintain files in a particular office. Policies and procedures that appear in the catalog, the student handbook, the employee handbook, and College policy site generally are not considered minor administrative procedures and are subject to this Policy.*
- *Policy.* A set of governing principles that were established to guide College community members in the conduct of College affairs.
- *Policy Owner.* The position at the College that has the responsibility and authority over the policy.
- *Procedure.* A set of steps required to implement a College policy and/or to manage a College activity.

Policy Statement

All faculty, staff, students, contractors, volunteers, and visitors are expected to be familiar and comply with the official policies of the College of the Holy Cross.

All policies, other than academic policies and minor administrative procedures, must be developed, reviewed, revised, and approved through the College's approved policy approval process. Policy Owners have the responsibility and authority to maintain, publish, interpret, and update their policies in accordance with this policy.

The College, at its option, may change, delete, suspend, or discontinue all or any part of any policy or procedure at any time without prior notice.

In the event of a conflict between an official College policy and department, program, or office policy or procedure, the official College policy will supersede.

Applies to

All faculty, staff, students, contractors, visitors, and other College community members.

Policy Owner

Vice President of Administration and Finance

Related Documents

[Standard Policy Format](#)