

**DRAFT**

**POLICY ON THE DEVELOPMENT AND MODIFICATION OF 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.

- a. The responsible Cabinet member will submit a written proposal to IPPC. The proposal should include a rationale, charge, working group membership, and timeline.
- b.



- 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.