

# **WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS**

## **West Virginia State University**

### **BOG Policy #1**

#### **Title: Procedures for Generating Policies, Guidelines, and Rules**

#### **Section 1. General**

1.1 Scope: This policy establishes the process for adoption, amendment, or repeal of policies, guidelines, and rules by West Virginia State;

1.1.1 The terms “a policy” and “a rule” are used interchangeably when applying West Virginia Higher Education Policy Series 4.

1.2 Authority: WV Code '18B-1-6 and Series 4 of the West Virginia Higher Education Policy Commission.

1.3 Application: This policy shall apply to West Virginia State University Board of Governors actions regarding the adoption, amendment or repeal of any Board of Governors policy, guideline, or rule.

1.4 Effective Date: December 4, 2003; modified: March 29, 2005

#### **Section 2. Adoption of Policies, Guidelines, and Rules**

2.1 If the Board of Governors of West Virginia State University, determines that a policy, guideline, or rule should be adopted, amended, or repealed, the President, or his/her designee, shall present the University's intent to draft a policy as an informational item during a meeting of the West Virginia State University Board of Governors for its initial recommendation.

2.1.1 The President, or his/her designee, shall notify those persons representing students, faculty, classified staff employees, and other interested constituencies, individuals, or parties of the University's intent to draft a policy, in order to solicit initial comments and suggestions;

- 2.1.1.1 Said constituents shall have seven (7) work days to provide comments or suggestions;
  - 2.1.2 Such intent to draft a policy shall be posted on the University's web site.
- 2.2 Student representatives, faculty, and classified staff employees shall then be sent a copy of the draft policy;
  - 2.2.1 These constituents shall have thirty (30) work days to provide comments or suggestions to the University President, or his/her designee, regarding the draft policy;
  - 2.2.2 A copy of the draft policy will be posted on the University's web site, sent to the Chancellor, and made available at the Drain-Jordan Library.
- 2.3 The appropriate committee of the West Virginia State University Board of Governors then considers adoption of the draft policy unless that authority has been turned over to the President;
  - 2.3.1 The relevant committee, the President, or his/her designee, then recommends action on the draft policy to the West Virginia State University Board of Governors.
- 2.4 A constituent may request that the University hold a public hearing on the proposal;
  - 2.4.1 A request for a public hearing must be in writing and received in the President's Office during the 30-day comment period described in Section 2.2.1;
  - 2.4.2 The hearing may be scheduled by the President, or his/her designee, during the next five work days following the comment period, that being prior to the next scheduled meeting of the Board of Governors.
- 2.5 The West Virginia State University Board of Governors then acts on the draft policy at its next meeting unless that authority has been granted to the President.
- 2.6 If approved by the Board of Governors, the final version of the policy, guideline, or rule, along with the intermediate drafts and summaries of the comments received, shall be forwarded to the Chancellor of the West Virginia Higher Education Policy Commission;
  - 2.6.1 If the Chancellor does not object to the policy within thirty (30) days of the receipt of the final version, it is deemed

approved;

2.6.2 If the Board of Governors and/or the President disagrees with any objections of the Chancellor, the University or Board may appeal the Chancellor's decision to the Higher Education Policy Commission.

2.7 If the policy is approved by the Chancellor, copies shall be sent to student representatives, faculty and classified staff employees.

2.8 All approved policies, guidelines, and rules shall be maintained and made available at no cost to the University's constituents and to the public at the Drain-Jordan Library;

2.8.1 All approved policies, guidelines, and rules shall also be maintained on the University's web site.

2.9 In the case of an emergency as defined by Series 4, the Board of Governors or the President may immediately adopt, amend, or repeal a policy, guidelines, or rule without following the previously stated steps. Any adoption, amendment, or repeal of a policy, guideline, or rule under this emergency procedure shall remain in effect no longer than three (3) months and thus expires unless the Board of Governors or the University President has completed its final approval under the normal policy-making process.