

Procedures for Drafting Policies and Procedures

Section 1: References and Resources

VPCC Related Policy:

- 801.00_Policy_on_Policies_Final_Effective_08.11.26
- 801.01.A_Policy Request Form_Effective_08.11.26
- 801.01.B_Policy Template_Effective_08.11.26
- 801.01.C_Procedure Template_Effective_08.11.26

Section 2: Purpose

The purpose of this procedure is to outline the steps needed to initiate, draft or revise, approve, and publish a campus wide policy and procedure. Additionally, this procedure includes the appropriate steps for divisions and departments to document their internal major standard operating procedures for the benefit of sustainability and reference.

Section 3: Procedure

3.1 Initiation

- 3.1.1 Identify the need for a new policy or procedure or changes to an existing one.
- 3.1.2 Submit the Policy Request Form.

3.2 Initial Screening

- 3.2.1 Within 2 weeks, the Designated Cabinet member and Chief of Staff review the request to:
 - A. Identify conflicts with existing policies.
 - B. Identify external mandates, regulations, or VCCS requirements.
 - C. Confirm that the request identifies an issue requiring policy-level action, not simply a procedure.
 - D. Confirm the issue falls within the scope of an official college policy and has college-wide impact, not department-only impact.
- 3.2.2 If conditions are met, the Chief of Staff will assign a policy number and the Designated Cabinet member will assemble a writing team.
- 3.2.3 If conditions are not met, they will provide feedback to the requestor and may take one of the following actions:

- A. Reference a superseding policy such as a VCCS or Commonwealth of Virginia Policy.
 - B. Initiate modification to an existing policy (follow 3.3 through 3.5)
 - C. Draft a college-wide procedure (follow 3.3 through 3.5)
 - D. Draft a division or department level policy or procedure (follow 3.6)
- 3.2.4 A list of requested policies and procedures and their status will be made available to employees through the Colleges Intranet.

3.3 Request for Further Screening

- 3.3.1 If the requestor is not satisfied with the feedback and rationale provided about the proposed policy, they may request additional screening be conducted by the Constituency Group Leadership. Within five (5) business days:
- A. The Requestor will alert the Chief of Staff and Designated Cabinet Member of their intention to request additional screening.
 - B. The Requestor will contact their Constituency Group Leadership to request additional screening.
 - C. The Designated Cabinet Member will provide rationale to the Constituency Group Leadership for consideration.
- 3.3.2 The Constituency Group Leadership will review the request and conduct additional screening within ten (10) business days using the criteria outlined in section 3.2.1 above.
- A. The Constituency Group Leadership will determine if they support the original decision and provide rationale for their decision.
 - B. If the Constituency Group Leadership supports the original decision, it will be recorded.
 - C. If the Constituency Group Leadership does not support the original decision, they will discuss a course of action with the Chief of Staff and Designated Cabinet Member, then provide feedback to the Requestor.

3.4 Drafting

- 3.4.1 The Designated Cabinet Member will assemble a writing team which will:
- A. Be made up of content area experts.
 - B. Include individuals whose role it is to enact the policy or procedure.
 - C. Include an appropriately wide range of campus constituency members to ensure input but not hinder progress.
- 3.4.2 The Designated Cabinet Member will alert the Constituency Groups leaders that a writing team has been assembled and provide an approximate timeline for draft completion.
- 3.4.3 The Writing Team will:

- A. Determine their meeting cadence and writing process not to exceed six months.
- B. Conduct appropriate research and surveying to ensure input, when needed.
- C. Follow the Policy Template and Procedure Template provided.
- D. Present drafts to the designated cabinet member for feedback.

3.5 Reviewing

- 3.5.1 The designated cabinet member and writing team will present a draft to the constituency group chairs for collegewide comments. This includes:
 - A. The Faculty Senate,
 - B. The Council of Mid-Level Managers,
 - C. The College Support Staff Association,
 - D. The President's Cabinet and,
 - E. The Student Government Association, when appropriate.
- 3.5.2 The writing team will incorporate feedback into the draft, when appropriate.

3.6 Endorsement and Approval

- 3.6.1 The designated cabinet member will present the final draft to executive cabinet for endorsement.
- 3.6.2 Upon endorsement, the final policy is presented to the President for approval.
- 3.6.3 Upon approval, the policy is:
 - A. Posted to the website.
 - B. Communicated to campus via email.
 - C. Filed by the designated cabinet member and kept by the Chief of Staff.

Section 4: Procedure for Drafting a Division or Department Standard Operating Procedure

4.1. The designated cabinet member will:

- 4.1.1. Assemble a writing team which will:
 - A. Be made up of content area experts,
 - B. Include individuals whose role it is to enact the policy or procedure,
 - C. Include an appropriately wide range of division or department members to ensure input but not hinder progress.
- 4.1.2. Alert the division or department that a writing team has been assembled and provide an approximate timeline for draft completion.

- 4.1.3. Partner with the Chief of Staff to assign a procedure number.

4.2. The Writing Team will:

- 4.2.1. Determine their meeting cadence and writing process not to exceed six months.
- 4.2.2. Conduct appropriate research and surveying to ensure input, when needed.
- 4.2.3. Follow the Procedure Templates provided.
- 4.2.4. Present drafts to the designated cabinet member for feedback and approval.
- 4.2.5. Incorporate feedback into the draft.
- 4.2.6. Present the final draft to the designated cabinet member for approval.

4.3. The Designated Cabinet Member will:

- 4.3.1. Present the final draft to President's Cabinet for informational purposes and record keeping.
- 4.3.2. Provide the final policy or procedure to the Chief of Staff to be posted on the website and filed.
- 4.3.3. Alert the division, department, and campus (when appropriate) of the new policy or procedure.

Section 5: Documentation

5.1 Location of Policies and Procedures

An area of the VPCC website will be designated as the official repository of current policies and procedures, so they are available electronically to all employees, students, and constituencies of the college. Supplementary information such as forms will be linked to relevant policy and procedure documents.

To ensure college wide consistency of policies and procedures, separate publications or versions of these official documents may not be duplicated on individual campus, division, or department webpages. All references to official college policies and procedures must use hyperlinks to appropriate documents in the official online location.

Internal operating procedures that affect only a limited number of individuals or a specific campus, department or office do not fall within the scope of this official online manual and may be published on the intranet. To the extent that an internal document conflicts with an official published policy or procedure, the official college policy or procedure will prevail.

Outdated or inactive documents are archived and stored for reference in a different location. They are indexed and searchable, but they cannot be altered or changed. Original policy and procedures documents are maintained by the Chief of Staff.

5.2 Numeric Structure and Organization of College Policies and Procedures

To ensure that college policies and procedures are easy to locate and are aligned with Chapter 29 of the Code of Virginia, VCCS policies, procedures and regulations governing community colleges, SACSCOC

principles of accreditation, the U.S. Department of Education and other governing bodies influencing public higher education, VPCC has organized its policies and procedures using a numbering system that broadly reflects the structure of the VCCS Policy Manual and the college's administrative organization.

- 100 Physical Facilities and Operations
- 200 Health, Safety, and Security
- 300 Human Resource Management and Diversity, Equity, and Inclusion
- 400 Administration and Financial Management
- 500 Educational Programs (Academic and Workforce Development)
- 600 Student Development Services
- 700 Communications, Public Relations, and Development
- 800 Planning, Research, and Effectiveness (Accreditation and Reporting)
- 900 Information Technology (Management, Operations, Security)

Section 6: Effective Date and Approval

Version	Date	Description of Change	Reviewed by	Approved by
1	01/23/2024	Initial draft proposed by Dr. Lonnie Schaffer, Vice President Steven Felker and the Policy on Policies writing team.	College Council, College Support Staff Association, Council of Mid- Level Managers, Faculty Senate, VPCC Executive Cabinet	Dr. Towuanna Porter Brannon, College President
2	08/11/2026	Revision 1 of 1 proposed by Chief of Staff Ada Badgley: fully updated and simplified procedure based on changes to 801.00 Policy on Policies, updated formatting and numbering to comply with Digital Accessibility Standards	College Council, College Support Staff Association, Council of Mid- Level Managers, Faculty Senate, VPCC Executive Cabinet	Dr. Towuanna Porter Brannon, College President