Policy Consultation & Approval Guidance Document
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This process consultation and approval guide is intended to assist those who are considering and/or those who have begun the generation of a policy or policies applicable to faculty, staff, students, and other stakeholders at Albright College. This document will aid policy makers in understanding the process and responsibilities for those involved in policy making at Albright College. Please consider that certain specific policies may require alterations from the pathways laid out within this document to ensure appropriate approval, which is why the document is entitled guidance.

The guidance laid out within this document should occur **after** a policy-maker
- Drafts their policy language using the policy approval template
- Coordinates with the key stakeholders within the policy to formulate an implementation plan, which is a section included in the approval template document.

At this time, the policy is ready for submission to consulting and approving bodies. Here are some questions that will guide policy makers.

GENERAL QUESTIONS

- Do I need to consult the Policy Group?
    - Yes, if you need consultation regarding a policy or if your policy affects students and departments across the campus, please reach out to the Policy Group for review and consultation. Additional consultation, review and approval might then be needed. It should be noted that the Policy Group is not an approval body, only a consulting body. Approval will be then sought by the appropriate administrative stakeholder, depending on the scope of the policy. See Administration Involvement Section.
- Do I need to consult or receive faculty input for my policy?
    - In general, faculty become involved in the process if the policy pertains to curriculum changes, the teaching mission of the faculty, the educational mission of Albright College, or faculty interaction with students. See the next section for further details. Faculty representation is also encouraged on the Policy Group, so faculty consultation can occur when all other policies are reviewed.
- Do I need to consult or receive approval from Albright College's insurance carrier, Educational & Institutional Insurance Administrators (EIIA), or the college's legal counsel?
    - In general, if the policy needs vetting by either or both of these entities, the recommendation decision will be made by the Policy Group, which will inform the policy author and send the draft to those entities. It should be noted that EIIA is not an approval body, but a body that provides expert consultation.
- Is it possible to require the consultation and/or approval of both faculty and administration?
    - Yes. Depending on the scope and content of the policy, the policy might require consultation and/or approval of both faculty and administration in the form of the Policy Group and other possible administrative or faculty bodies. See the next sections for further details.

- Does a policy that is legally required for the College to implement require faculty vetting?
  - When policies are legally required, faculty may be consulted for implementation and feedback. This varies depending on the policy in question.
- What happens after a policy is approved by all needed parties?
  - The policy is returned to the stakeholder overseeing the policy, who then will work with the Communications Division to post it on the Policy Webpage (or where appropriate) and disseminates the approval through the College Leadership Team (CLT).

FACULTY INVOLVEMENT

- Does the policy pertain to curriculum changes?
  - If Yes, then the policy must be vetted by faculty. Please use the Curriculum Change Grid to follow along with what faculty committees and stakeholders should be consulted and/or would need to approve this policy.
  - Some important Acronyms and Contact information relevant to the Curriculum Change Grid are as follows:
    - CDC – Curriculum Development Committee
    - EPC – Educational Policy Committee
    - FEC – Faculty Executive Committee
    - GEC – General Education Committee
    - CAO – Chief Academic Officer (Provost)
    - To Contact a Specific Faculty Committee, please consult the Faculty Committee Webpage.
  - If No, then the policy still might require faculty vetting.
- Does the policy pertain to the undergraduate day curriculum and/or teaching mission of the faculty?
  - If Yes, then the policy must be vetted by the Educational Policy Council (EPC).
  - If No, then the policy still might require faculty vetting.
- Does the policy pertain to an issue that affects the educational mission of the College, as defined by the faculty and the Board of Trustees, or faculty interaction with students?
  - If Yes, then the policy must be referred to the entire faculty, through the EPC & FEC. Additionally, this policy must be referred to Cabinet for their review and recommendations. Administrative approval occurs at the level of the College President.
  - If No, then the policy can be reviewed at a lower level, depending on its scope.

ADMINISTRATION INVOLVEMENT

- Does this policy pertain to the administration or business processes of only one administrative department and not the above-listed criteria that requires faculty consultation?
  - If Yes, then the policy must be vetted by the affected department and divisional head or Vice President.
  - If No, then the policy will be reviewed depending on the scope of the stakeholders affected.

- Does this policy pertain to the administration or business processes across multiple departments and not the above-listed criteria that requires faculty consultation?
  - If Yes, then the policy must be vetted by the affected divisional head(s) or Vice President(s) and also referred to Cabinet for their review and recommendations. Approval occurs at the level of the College President.
  - If No, then the policy will be reviewed depending on the scope of the stakeholders affected.
- Does this policy pertain to the administration or business processes of one or more administrative division and not the above-listed criteria that requires faculty consultation?
  - If Yes, then the policy must be vetted by the affected divisional head(s) or Vice President(s) and also referred to Cabinet for their review and recommendations. Approval occurs at the level of the College President.
  - If No, then the policy will be reviewed depending on the scope of the stakeholders affected.