

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Policy on Policies	<i>Number:</i> T 708	<i>Page(s):</i> 2
	<i>Date:</i> March 8, 2021	

PURPOSE

Vermont Tech is committed to creating policies consistent with the mission of the college. Policies are binding statements which govern the college's decisions and actions. Procedures define the processes by which policies are implemented. As one of the Vermont State Colleges, VTC is governed by VSCS policies as well as by its own policies. Where VSCS policy does not fully address VTC-specific implementation, interpretation, application, or procedures, VTC adopts policies for implementation, and the President promulgates procedures to conduct the business of the College and set expectations for students, faculty, and staff.

STATEMENT OF POLICY

Policy development and implementation is a continuous and evolutionary process. It should be anticipated that additional policies and procedures will be added and existing policies will be modified or abandoned as needs and circumstances require. To maintain its usefulness, changes will be made as policies and procedures are revised, added, or removed.

1. Policies and procedures will be developed and adopted according to standards which reflect the values and practices of the college:
 - a. shaped by and consistent with VTC's mission and values;
 - b. frames positive expectations;
 - c. treats all constituents in a fair and just manner;
 - d. uses clear, simple, gender-neutral language; and
 - e. encourages best practices for a proactive and thoughtful environment.
2. The president of VTC is empowered to make policies and procedures for the college. The president accepts, rejects, or modifies the policy in consultation with the President's Executive Committee. If the president accepts the policy, the president will sign, date, and ensure posting of the policy in the policies and procedures manual section of the website: <https://www.vtc.edu/policies-procedure-manual/>.
3. Any individual or governance group may recommend that the President's Executive Committee review, revise, or develop policy and/or procedures. The President's Executive Committee will include the request on its agenda and will record the decision in its minutes. Other groups may be asked for input or recommendations as part of these deliberations.

4. VTC policies will be made available to students, faculty, and staff in electronic format on the college website. Policies in electronic format supersede those appearing in print publications. College employees should have a working familiarity with all VTC policies.
5. Policies and procedures will be reviewed at least once every 2 years (even years) and updated if necessary.
6. Policies include the date of their initial adoption and the modification dates of their most current revision. When a policy is retired, it will include that date.
7. VTC policies adopted by the President's Executive Committee are promulgated by the President in five major areas: Academic Affairs, Personnel, Student Affairs, Business/Financial, and General Policies.
8. Each policy is assigned an identification number within the appropriate classification series. The pages of each policy, and any related procedures, are numbered. Inquiries about policies and procedures and interpretations as to their applicability should be directed to the Office of the President.

POLICY MODIFICATION HISTORY

- I. This policy has been revised on the following dates; the current version, above, is and has been in effect since the date of the most recent revision.
 - a) March 8, 2021

Signed By:  Patricia Moulton President
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