

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

POLICY 23: POLICY ON POLICIES

Section 1. General.

Scope: This policy describes steps for adopting a new Board of Governors policy, revising a policy, or repealing a policy.

Authority: W.Va. Code Section 18B-1-6

Filing Date: August 27, 2008

Effective Date: November 21, 2008; August 17, 2011, August 22, 2018

Section 2. New Policies or Revisions.

The Board of Governors (through its chair) and/or the President may propose new policies or policy revisions. Notice of such intent shall be given to the Board, and a draft of the new policy or revision shall be made available for a comment period of 30 days. During such period the draft shall be posted on the institution's website and may be viewed at <https://westliberty.edu/bog/30-day-review-and-comment/>. It shall be provided directly to all students, faculty, and staff. Comments from students, faculty, and staff shall be received by their representatives. All comments shall then be transmitted to the office of the president. Each representative may also provide a summary of the final tally.

The Office of the President shall forward the draft summary and comments to the Board of Governors Executive Committee and the President prior to their scheduled meeting. The Board's designee or the President's designee (depending upon who proposed the new policy or revision) may make changes to the draft. A final draft then shall be sent to all Board members along with a summary of comments received and an explanation of any changes made. The Board's executive committee shall make a recommendation to the Board regarding adoption, and the full Board shall vote on a resolution adopting the new policy or policy revision. If adopted, the new policy or policy revision shall be forwarded to the Chancellor within 15 business days. Absent objection by the Chancellor within 30 days, the new policy or policy revision shall be deemed approved.

Constituents of the Board's three elected members (those members representing students, faculty, and staff) may propose policies and revisions through their respective representatives as otherwise prescribed herein.

Section 2.1. Submitting Comments

An official comment or suggestion for purposes of this Policy, shall be submitted via the employee's westliberty.edu email address and submitted to his/her respective student, staff, or faculty BOG representatives. The email subject line shall list Policy # Comment. Confidentiality may be requested upon submission. Comments or suggestions submitted outside of this process will not be considered.

Section 3. Repealing a Policy.

The Board of Governors (through its chair) and/or the President may propose repeal of a Board policy by providing reasons therefore and by giving notice, soliciting comments, etc. as outlined above.

Section 4. Other Changes.

Changes that do not materially affect the meaning of a policy (changes that are non-substantive, editorial, or related to format, grammar, punctuation, etc.) may be made anytime at the direction of the President. Such changes shall require the review and approval of the Board's executive committee and shall be noted thereafter as an information item at a Board meeting.

Section 5. Emergency Circumstances.

In case of emergency, the Board may adopt, revise, or repeal a policy without first following the steps described herein. An emergency shall exist when Board action is necessary for the immediate preservation of public peace, health, safety, or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive of the Higher Education Policy Commission or legislature, or is necessary to prevent substantial harm to the public interest, or to deal with financial exigency. The fact constituting an emergency shall be communicated in writing in advance to the Chancellor.

Any Board action so undertaken shall remain in effect no longer than three (3) months and shall expire unless the Board has completed final approval under the normal process set for in this policy.

Section 6. Record Keeping.

It shall be the responsibility of the Chief Human Resources Officer to maintain a "Master Copy" of all Board policies and to ensure that all policies are posted on the institution's official website.