Creation, Modification, and Format of Policies

This Policy applies to the creation, adoption, and amendment of policies that are intended to apply College-wide or that will impact a substantial portion of the Dickinson community.

Creation and Modification

All new policies and all modifications to existing policies should be reviewed by the appropriate Vice President (and, where appropriate, by the faculty). Unless otherwise required by protocols applicable to certain policies affecting faculty or curriculum, the new policy or any policy that has been revised substantially should then be presented to the President’s Staff for approval. Following approval, copies of the new or modified policies are to be sent to the General Counsel for inclusion in the Dickinson College Campus Policies Manual. The General Counsel will not review each policy unless requested to do so. The office responsible for creating or modifying a policy is responsible for notifying the affected members of the College community of a new or revised policy.

Policies should be regularly reviewed and updated by the responsible office or division. It is imperative that policies which appear in multiple locations (such as web sites, handbooks, brochures, and forms) are consistent with one another. If conflicting versions of the same policy exist, the version contained in the Dickinson College Campus Policies Manual will prevail, and any other versions must be corrected as soon as possible.

Format

A policy template is available from the General Counsel. All policies should be formatted according to the template.

Related Information

History/Revision Information

Responsible Office/Division: Office of General Counsel

Effective Date:

Last Amended Date: March 15, 2014

Next Review Date: