

Policy Committee Charge

Updated & Approved by President's Cabinet, September 2024
Updated & Approved by Clerk's Committee and Staff Council, May 2024

The Policy Committee's primary responsibilities will be to:

1. Review proposed changes to the current employee handbooks. Provide feedback and recommendations to the Cabinet. Participate in communication about the changes to the campus.
2. Ensure that policies are aligned with institutional mission, goals, and priorities.
3. Coordinate the policy review and approval process per the Guidelines for Policy Development.
4. Review all proposals for new and/or revised policies and assure appropriate feedback/input from affected constituencies, particularly respecting the stated process for updating either the faculty or employee handbooks.
5. Ensure that appropriate policy development, review, and revision, as recommended by the Policy Guidelines, is taking place within their own department.
6. Ensure a broad-based and comprehensive review of new policy drafts and policy revisions.
7. Ensure that there is an effective and appropriate communication plan in place to make the affected campus constituents aware of significant policy changes.
8. Foster a campus-wide culture of accountability and compliance with established policy.
9. Conduct an ongoing assessment of existing College policies for coverage, including gaps, consistency or conflict with other policies, evaluate current practice of compliance with the policies, and distinguish between policies, procedures, standards, and guidelines.

Membership

- Committee Chair: Provost or designee
- The Director of Human Resources or designee
- Clerk of the Faculty or designee
- Clerk of the Staff Council or designee
- Director of Transformation and Inclusion or designee
- One staff member appointed by the staff Nominating Committee
- One faculty member appointed by the faculty Nominating Committee.

- ★ Appointments are typically for three-year terms.
- ★ Members may be reappointed for no more than two consecutive terms. Former members may be reappointed after a break away from service of at least one year.

Role of Committee Members

Policy Committee members each participate as individual employees of Guilford College. While appointed from different divisions, their service should seek to represent the college as a whole. To that end, members should strive to recommend what they believe will serve the greater good. Further, members are responsible for providing meaningful input to the Committee, which requires reviewing materials in advance of each meeting, actively participating in committee discussions and recommending the best ways to keep the staff and faculty informed about the work of the committee. They also serve as informal resources to the campus, sharing non-confidential information about the work of the committee.

The Provost's Office will provide updates to the campus as policies are added, amended or deleted through the established policy revision process.