

SECTION: 1.0 GENERAL

SUBJECT: LC STATE POLICY AND PROCEDURES (POLICY ON POLICIES)

Title: Lewis-Clark State College (LC State) Policy on Policies

Background: This policy describes how LC State policies are established, reviewed, revised, and published.

Point of Contact: President, Vice President for Finance and Administration

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: Office of the President, Provost, Vice President for Student Affairs, and Vice President for Institutional Research & Effectiveness

Date of approval by LC State authority: 03/2020

Date of State Board Approval: N/A (Enter N/A if not applicable.)

Date of Most Recent Review: 10/2024

Summary of Major Changes incorporated in this revision to the policy: Policy reviewed in October 2024. Included policy for minor amendments, interim policies, and policies to comply with changes in law and clarified process for routing policies.

1. **General Purpose:** This Policy outlines the process by which LC State's Administration and subordinate units develop, publish, and review policies applicable to college operations, in support of Idaho statutory requirements and higher-level policies established by the Board of Trustees (State Board of Education) for LC State.
2. **Guidelines:** LC State Policies and Procedures is a collation of institutional policies applicable to all college units and is directive to faculty, staff, and student operations.
 - A. LC State policies and procedures encompass policies/procedures that are applicable to more than one department or organizational unit. Procedures that pertain only to the internal procedures of a single department or functional area do not normally need to be included in the LC State policy manual, unless this is useful for the responsible unit or other units or personnel in the college.
3. **Definitions**
 - a. Policy - A governing principle that embraces general goals and mandates or constrains actions. All proposed policies should include any general procedures necessary for implementation.
 - b. Policy Point of Contact / Policy Owner- A person responsible for the operational administration of policy and the related procedure. Depending on the scope of the subject matter, a policy may have more than one owner. The policy owner is identified by the appropriate administrator and listed as the Point of Contact within the policy.
 - c. Policy Originator- A person or group of persons proposing a new or amended policy.
 - d. Minor Amendment - Any change to an existing college policy that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application, or meaning of the policy. (ex: updating hyperlinks, department/department name, etc.)

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4. **Authority & Responsibilities:** LC State policies are written expressions of philosophy and direction, established to provide guidance and assistance to the administration and college constituencies in the conduct of college affairs. LC State policies are not intended to be a legal documents or contracts of employment. Policies adopted by LC State are to be consistent with those of the State Board of Education, and, in the event of an inconsistency, the policy of the State Board of Education shall take precedence.
 - a. **Policy Hierarchy**
 - i. All LC State Policies fall within a greater hierarchy of laws, statutes, and rules. LC State Policies are subject to compliance with laws and regulations instituted by higher governing authorities as follows:
 1. Federal laws and regulations
 2. State laws, administrative rules, and regulations
 3. Idaho State Board of Education policies and procedures
 4. LC State Policies and procedures
 5. School/division/department policies and procedures
 - A. LC State policies are effective upon approval by the president and remain in full effect until changed by appropriate institutional actions.
 - B. Responsibility for the maintenance of the LC State Policy Manual rests in the Office of Administrative Services (208) 792-2240. Instructions, standard templates and the policy transmittal form for new policies and/or policy revisions are available on the [LC State Policies website](#).
5. **Policy Development or Revision:** Policies should be regularly reviewed and updated to reflect changes in laws, regulations, or internal practices. This process should normally occur and be initiated by the policy owner at least once every five years or whenever necessitated by external factors.
 - a. Individuals or groups proposing new policies should collaborate with the relevant vice president or president within the subject area of the proposed policy to develop the draft or with the policy owner for revisions to existing policies.
 - i. All new policy proposals, not revisions or minor amendments, should be provided to appropriate campus constituents, or individuals for review, dependent on subject matter and impact. Campus constituents may include, but are not limited to: the Faculty Senate, the Classified Staff Organization, the Professional Staff Organization, and the Associated Students of Lewis-Clark State College.
 - ii. When practicable, LC State policies which are derived from guidance from a higher authority (e.g., state law, governor's executive orders, state board policies etc.) should specifically reference those higher-level policies, and/or include links to the authoritative source.
 1. Policy owners should ensure that any state board of education, state, or federal guidance referenced in LC State policies remains accurate and relevant during policy reviews.
 - b. The policy owner is responsible for overseeing and documenting the policy development and review process, with support from Administrative Services. Coordination with other relevant units, including their comments, should be documented on the policy draft when submitted to Administrative Services.
 - i. All policy revisions should be, at a minimum, provided to the "other LC State offices directly involved with implementation of this policy, or significantly

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- affected by the policy” as defined within the policy.
- ii. Once the policy owner has drafted the new policy or revision and sent through the review process, it will be submitted to Administrative Services. Administrative Services will verify that the policy adheres to the correct format and has undergone a review process.
 - c. Administrative Services will finalize the policy and submit it to the appropriate vice president or designee for final approval before presentation to the President.
 - d. After the President approves the policy, it will be officially implemented.
 - i. Policies requiring State Board of Education approval will be submitted to the board by Administrative Services and will not be implemented until approval is received.
6. **Policies with minor amendments:** Do not require the full review process. Minor Amendments may be approved by the appropriate vice president or president if a direct report, or designee. These approved amendments should be communicated to Administrative Services for implementation.
7. **Policy Creation, Revision, or Suspension to Comply with Changes in Governing Law, Regulation, or Policy**
- a. In the event that the President, or designee, determines the college needs to comply immediately with federal, state, or local law or regulation, the President, or designee, may approve a new college policy for adoption, or an existing college policy for amendment or suspension without following the procedures described in this policy, provided the new policy, policy revision, or policy suspension is limited solely to the purpose of complying with a change in governing law, regulation, or policy. Policy matters that govern faculty appointment, tenure, and promotion, or any other educational policy matter, may not be changed using the process under this section but instead must either go through the full process outlined in other sections of this policy, or section 8 in the case of an urgent policy adoption for the purpose of complying with a mandated audit or external agency requirement, including accreditor requirements.
 - b. In the case of either adopting, amending, or suspending a college policy for compliance purposes, the President, or designee, will communicate such approval or suspension and its rationale to the campus community.
8. **Interim College Policies**
- a. On occasion, circumstances require the urgent adoption of a policy because it is mandated by an audit or external agency requirement. The president may approve an interim policy to address legal requirements or a significant institutional risk if there is insufficient time to complete the standard review and approval process. A timeline for completing the standard review and approval of the interim policy as soon as reasonably practicable must be included in the request to the president. If approved, the policy will go into effect immediately. The policy owner must complete the standard policy review and approval process during this approved interim period. The interim status of the policy will be noted on the college policy website.
 - b. The President, or designee will inform the campus community as soon as feasible when such a policy is adopted.
 - c. Interim policies may be enacted for no longer than six (6) months; however, if the policy owner is unable to complete a full policy review in this timeframe, the interim policy may be renewed for up to an additional six (6) months. An interim college policy should not be maintained on an interim basis for longer than twelve (12) months in total duration.
 - d. The interim policy must go through the full policy process to be made permanent. Interim status must only be used for the reasons outlined in this section and cannot be used to circumvent the full policy process.

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9. College/School or Department-Level Policies and Procedures

- a. A college/school or department may implement a college/school or department-level policy or procedure provided the policy or procedure is consistent with and does not conflict with any college policy. College/school or department-level policies or procedures should avoid reiterating college policies and should instead reference relevant college policies, if applicable. Any school or department-level policy or procedure that is inconsistent with, or conflicts with a college policy is void.
- b. Any school or department-level policy that implicates state or federal law(s) must be limited in nature and be reviewed by Administration Services. Questions about whether a college or department-level policy or procedure should be reviewed may be directed to Administrative Services.