

ADOPTION, DISSEMINATION AND IMPLEMENTATION OF POLICIES,
RULES AND REGULATIONS, GUIDELINES AND RELATED MATTERS
AT THE COLLEGE OF THE VIRGIN ISLANDS

(Adopted by the Board of Trustees on February 18, 1973)

Whereas the College is at a stage in its growth in which a more explicit statement concerning the adoption, dissemination and implementation of policies, rules and regulations, and guidelines is needed, THEREFORE BE IT RESOLVED THAT:

I. THE BOARD OF TRUSTEES

1. The Board of Trustees reserves to itself the role of chief policy formulator under the law for the College of the Virgin Islands, including the adoption of those policies, rules and regulations, guidelines and procedures which the Board considers to be of sufficient importance to be acted upon by the Board of Trustees.
2. The President is given responsibility by the Board of Trustees to disseminate statements of policy that it adopts. This dissemination is to include circulation of the statements to the constituent elements of the College concerned, the inclusion of the statements in the catalogs, manuals, handbooks and related documents of the College, placement of the statements in the College Register, and such other forms of dissemination as may be necessary and proper. The Board of Trustees may also disseminate policy statements on occasions of its own choosing through the Chairman of the Board of Trustees.
3. The responsibility for implementing the policies, decisions, and

rules and regulations adopted by the Board of Trustees is delegated to the President as the Chief Executive Officer of the College. It is further provided that the President may delegate these responsibilities to other officers and administrative and academic bodies of the College.

II. THE PRESIDENT OF THE COLLEGE

1. Under the Board of Trustees and consistent with its policies, the President is responsible for the further formulation and adoption of rules and regulations, guidelines and procedures for the general administration of the College. He may carry out this responsibility, as provided below, through and with the Provost, other officers and elements of the College.
2. Dissemination of College rules and regulations, guidelines and procedures adopted at this level is to include circulation of the statements to the constituent elements of the College concerned, the inclusion of the statements in the catalogs, manuals and related documents of the College, placement of the statements in the College Register, and such other forms of dissemination as may be necessary and proper.
3. Responsibility for the implementation of the rules and regulations, guidelines and procedures adopted at the President's level will be the responsibility of the President, and it is further provided that he may delegate these responsibilities to the principal officers and other administrative and academic bodies of the College, as provided below.

III. THE PROVOST, OFFICERS, AND OTHER ELEMENTS OF THE COLLEGE

1. The President may, in turn, delegate to other officers and constituent parts of the College, including especially the Provost, responsibility for the adoption of rules and regulations, guidelines and procedures necessary and important to the operation of the College. The President, however, retains the right to approve or disapprove these operating rules and regulations, guidelines and procedures.

The initiation of proposals for consideration with regard to operating rules and regulations, guidelines and procedures may be undertaken by an officer of the College, by an academic division of the College, by the standing committee structure of the College including faculty, staff or student members.

Discussion and formulation of rules and regulations, guidelines and procedures will normally be placed in the hands of the College's committees and councils (including the Administrative Council, the Divisional Council and the Faculty meeting as a Committee of the Whole) concerned with the subject of the proposal, although this statement does not preclude the formulation of statements of rules and regulations, guidelines and procedures by officers of the College in carrying out the responsibilities of their offices.

Statements formulated by these bodies or officers are to be considered recommendations to be reviewed for adoption and adopted where appropriate by the Provost and the President. In

this regard, the President may delegate adoption or approval responsibility to the Provost over these statements in those areas in which he has given responsibility to the Provost. The President may also forward the more important of these statements to the Board of Trustees for their consideration, as provided above.

2. Dissemination of rules and regulations, guidelines and procedures adopted at this level will normally be the responsibility of the Provost. He is to circulate the statements to the constituent elements of the College concerned, include them in the catalogs and manuals of the College, place the statements in the College Register, undertake the circulation of the minutes of these bodies, and take such actions as may be necessary to the dissemination of this information.
3. Responsibility for the implementation of these operating rules and regulations, guidelines and procedures is the responsibility of the Provost under the President working through and with other officers and elements of the College for those areas of the College reporting to the President through the Provost. In regard to implementation of operating rules and regulations, guidelines and procedures, in those areas in which an officer reports directly to the President, responsibility will be placed in the hands of the officer so reporting. In these cases, the officer will also keep the Provost fully informed of his actions in order to provide for internal cohesion and the President and Provost will confer frequently in providing overall direction to this effort.