

**Policy and Procedure Document  
Virginia Institute of Marine Science  
William & Mary**



Number: PPD - 0001  
Subject: VIMS Policy and Procedure Documents  
Responsible Office: Dean & Director

Policy and Procedure Documents (PPDs) are the documents by which official policies, procedures, and related information are published and distributed to the employees of the Virginia Institute of Marine Science (VIMS). Although recommendations for modifying existing PPDs or establishing new PPDs can come from any source, all PPDs are issued by the VIMS Dean & Director. Additionally, policies and procedures constructed by the faculty as a body, by the Faculty Council, or by the Academic Council that are not part of the Faculty Bylaws of VIMS or of the Faculty Handbook will, when received and approved by the Dean & Director, be issued as VIMS PPDs. The administration of VIMS is committed to ensuring that the policies and procedures are in accordance with state law and with the policies and procedures of William & Mary (W&M).

The policies, procedures, directions, and similar information presented in the PPDs may stand-alone or they may be supplemental to policies, procedures, directions, etc. specified by W&M or the Commonwealth of Virginia. Unless otherwise specified, instructions are effective at the time of issue.

When an individual initially reports to work at VIMS, it is the responsibility of that individual's supervisor to advise the new employee of the existence of VIMS PPDs and to inform the new employee as to where the PPDs are available for reference. Thereafter, each and every individual employed by VIMS is responsible for complying with the PPDs. Notification of major changes to these documents will be announced prior to the effective date of the change.

Effective Date: July 1, 2009  
Updates: May 7, 2010  
Minor semantic changes Sept. 2023