

PROCEDURES FOR POLICY DEVELOPMENT, REVISION, AND COMMUNICATION

Each policy is marked “new” or “revised.” A policy is “new” if no Board-approved policy exists regarding the issue. It is “revised” if there is a Board-approved policy on the issue in existence but a change is required.

An official repository of current policies approved by the Board of Trustees is to be maintained by the Office of the President on the College website and other media accessible to all constituents. Each policy will include the following information:

- Clear statement of policy title, purpose of policy, and policy statement
- Cabinet member title and division of origin
- Implementation date
- Date of original approval by the Board of Trustees
- Board of Trustees Review and Re-approval date (if applicable)

New Policies

Each policy is developed at the division level. Where a policy crosses over and impacts more than one department, it should be developed jointly by the affected departments. The Cabinet members or designees are responsible for the initiation of policy proposals and for having the policies presented to Cabinet and to staff who will be affected by a proposed policy. Once a policy has been approved at the division level and by Cabinet, it is distributed campus-wide for comments.

If comments received from a member of the College community prompt further changes in the proposed policy, the Cabinet member who developed the policy will re-introduce the proposed policy at Cabinet for approval. Once Cabinet has approved it, the proposed policy will be presented to the Board of Trustees. Only policies approved by the Board of Trustees will be posted on the College’s website and included in official College publications.

Existing Policies

Cabinet members are also responsible for regular, periodic review and revision of policies in their areas and their accompanying procedures (if any) every three to five years (or more frequently if required by law).