

Century College

1.4.1.0: Creating and Revising College Policies and Procedures

Policy Statement

Century College formally approves, promulgates, and maintains a comprehensive set of college policies and procedures, aligned with the policies and procedures of the Minnesota State Colleges and Universities System, and in compliance with state and federal law. Individuals responsible for writing, updating, and distributing college policies shall comply with the conditions and procedures outlined in this document.

Purpose

Century College policies and procedures have broad applicability across the College, and ensure compliance with applicable laws and regulations. In addition, they are designed to promote operational efficiencies, reduce institutional risk, and enhance the College's mission. All Century College policies and procedures shall be kept current and made available to all units and employees, to assure compliance with policy objectives and to establish the accountability of operating units and individuals affected by each policy.

All policies and procedures shall be available on the College's website and intranet for easy accessibility. Although certain policies and procedures may require a signed acknowledgement by employees indicating that the employee has read and understands the policy and/or procedure, employees are responsible for reading, understanding, and complying with all College policies and procedures as a basic condition of employment.

Standard Approval Process

The need for a new policy and/or procedure may arise at any time, and may be brought forth by any faculty, staff, or administrator of the College. The standard policy development and approval process shall follow the steps listed below:

Preliminary Review and Revision Process

1. A draft of the proposed policy and/or procedure, as well as a statement of need and a summary of the impact the policy will have on the college shall be completed by the individual or group of individuals seeking to establish the new policy and/or procedure.
2. The draft documents shall be submitted to the Vice President of the division in which the policy and/or procedure shall be maintained.
3. The Vice President shall review the draft documents to ensure completeness and verify the need for the new policy and/or procedure.
4. Upon satisfactory review and verification of need, the Vice President shall submit the draft document to the President for preliminary approval in concept.
5. Upon preliminary approval by the President, the policy and/or procedure enters the formal review and revision process, which is managed by the President's Executive Assistant.

Formal Review and Revision Process

1. The draft policy and/or procedure shall be submitted to the Executive Cabinet for review and discussion.
2. Upon review by the Executive Cabinet, the Vice President may revise the draft policy and/or procedure to include Executive Cabinet feedback, as appropriate.
3. The draft policy and/or procedure shall then be submitted to the full College Cabinet and the Faculty Shared Governance committee for review and comment. (Academic policies may also be referred to the Academic Affairs and Standards Council, if so requested by the Faculty Shared Governance committee.)
4. Upon review by the full College Cabinet and the Faculty Shared Governance committee, the Vice President may further revise the draft policy and/or procedure to include their feedback, as appropriate.
5. The final draft policy and/or procedure shall then be re-submitted to the full College Cabinet and the Faculty Shared Governance committee for final review and comment.
6. Upon final comment by the full College Cabinet and the Faculty Shared Governance committee, the Vice President may further revise the final draft policy and/or procedure to include their feedback, as appropriate.
7. The final revision of the policy and/or procedure shall then be submitted to the Executive Cabinet for approval.
 - a. If the policy and/or procedure is approved by the Executive Cabinet, it shall be forwarded to the Director of Human Resources for numbering and posting to the College website and intranet. The approved policy and/or procedure shall also be emailed to all employees and published in the next edition of the *Bulletin*.
 - b. If the policy and/or procedure is not approved by the Executive Cabinet, it shall be returned to the Vice President for further revision or shall be tabled indefinitely.

Fast-Track Approval Process

The Executive Cabinet is empowered to enact temporary policy and/or procedure changes without completing the standard approval process outlined above in rare situations when the policy and/or procedure must be established in a time period too short to permit the completion of the standard approval process. In the event that such fast-tracking occurs, the policy and/or procedure change must be moved through the standard approval process outlined above as soon as feasible following its enactment. This fast-track approval process shall not be used to circumvent any applicable contractual requirements for consultation with represented employee groups, and shall be used only when deemed necessary by the College President.

Standard Format for Policies

To ensure consistency, the College's standard format for policies and procedures shall be used. Thus format shall be made available in template form on the College's intranet for easy access.

Policy Revision and Periodic Review

From time to time, policies and procedures will need to be amended or updated. The responsible Vice President is charged with ensuring policies are up to date. Policies should be periodically reviewed and the need for amendment assessed. A detailed review should occur at least once every five (5) years.

The Executive Cabinet will determine if the proposed changes are substantive, and thus subject to the review and approval process outlined in this policy. Non-substantive changes of a clerical or clarification nature may be made administratively and are not required to follow the review and approval process. Such non-substantive changes may be made upon the approval of the president alone.

References: None

Date Originally Proposed: September 10, 2008

Date Approved: February 5, 2009

Date Implemented: February 5, 2009

Date Revised: