

Category: Operations

Policy Title: [Policies – New and Revisions to Existing Policy](#)

Policy Statement: [Click here to enter text.](#)

Instructional Policies

Requests (from faculty, staff, or administration) for **new** academic policies should be made through Faculty Senate which will place the policy on the next meeting agenda where the policy will be reviewed and discussed.

Faculty Senate will send recommendations in the form of a completed policy template to Curriculum and Instruction for further review and discussion. Faculty Senate will be responsible for gathering input from faculty.

The Curriculum and Instruction Committee will review and send recommendations in the form of a completed policy template to Instructional Council for review and discussion. If recommendations from Curriculum and Instruction are substantially different from Faculty Senate's, the policy will be sent back to the Senate for comments.

Instructional Council will send recommendations to College Council for review and discussion.

Once the policy has been reviewed and approved by College Council, the policy will be forwarded to President's Cabinet. Upon final review, the policy will be listed online with college policies and procedures and a Busermail sent to all staff and faculty for notification.

Operational, Personnel, and Student Services Policies

All new Operational, Personnel and Student Services policies will be forwarded to the appropriate Department Head/Division Director/Dean for review. Once reviewed by the appropriate Department Head/Division Director/Dean, the policy will be presented to the appropriate Vice President for initial review. Upon review and approval by the Vice President, the policy will be sent to College Council for review and input and approval. If the Vice President does not approve at the point of review, the Vice President will meet with the policy requestor to revise or determine applicability of requested policy.

Upon approval by College Council, the policy will be forwarded to President's Cabinet for final review. Upon final review, the policy will be listed online with college policies and procedures and a Busermail sent to all staff and faculty for notification.

Revisions to All Existing Policies

To recommend a **revision to an existing policy**, a draft document will be submitted to the appropriate Vice President. The Vice President will review the requested changes and work with the requestor to determine if the changes should be submitted through the approval process. If the requested changes do not affect the content and are minor in nature, i.e. position title changes, policy name change, etc., the Vice President can approve the changes and request that the changes be reflected online. If the requested changes are substantial and change the intent of the policy, the policy must go through the approval process similar to a new policy request.

Contacts: Vice President for Administrative Services

Approved Date: [Click here to enter a date.](#)

Policy History: 8/29/2018; 9/5/2018;3/13/2019; 12/12/2019

Keywords: Related Form: Policy, manual, procedure