



#### Administrative Policy

Policy Title:	Policy and Procedure Development and Approval
Policy Number:	3101
Date Adopted:	12/08/2010
Version:	3.0
Review Cycle:	Bi-annually
Date Last Reviewed:	12/18/2019
Office Responsible:	President's Office
Reviewing Committee:	
Related Policies:	
Related Laws:	NA

#### **Policy Summary:**

Jackson College (JC) develops and maintains policies and procedures to support achievement of the institution's Mission, Vision, Values and Beliefs; meet the changing needs of the institution; achieve compliance with applicable laws, rules, funding, and accrediting standards and requirements and; to assure responsiveness to customer/stakeholder needs.

Policies that require approval are those that, if not followed, represent a risk to the College. The Board has authorized the President to establish policies necessary to carry out the Mission of the College and accomplish the Ends established by the Board. Policies shall be reviewed bi-annually and approved in an efficient, transparent, and inclusive manner. Each new and revised policy shall be easy to understand, communicated broadly, and enforceable.

#### **Scope:**

This policy applies to all college departments, programs, faculty and staff.

#### **Policy Statement:**

The Institutional Research and Effectiveness Department shall manage the annual review of policies. The policy approval process shall involve a collaborative effort. Policy review shall be led by a designated sponsor with review and input being facilitated through appropriate committees where applicable. Designated sponsor will review and submit policies within 60 days of review due date to Leadership Council. Compliance and/or legal review shall be conducted as necessary. Policies that significantly affect instructional services and academic programs shall be reviewed by a designated Academic Committee. The Leadership Council shall serve as the final review for Administrative and Academic Policies.

Policies shall be developed, maintained, approved and organized in a consistent, easily accessible format:

Policy Header:

JC Approved logo

Policy Name

Policy Number

Date Adopted

Version

Review Cycle

Date Last Reviewed

Office Responsible

Reviewing Committee (if applicable)

Related Policies (if applicable)

Related Laws (if applicable)

Policy Body:

Policies shall contain the following components:

- Purpose: The rationale for the policy.
- Scope: Clarify to whom the policy applies.
- Definitions: (If appropriate) Explanation of key terms/phrases that are not obvious or otherwise self-explanatory
- Policy: The governing principle and/or senior leadership expectations, plan, or understanding that guides the action. It states what we do, but not how.

Footer:

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
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Policy Formatting:

- Arial, 12pt font, bold for headings.
- One inch margins on all sides.
- Paragraphs are left justified (i.e. left aligned with a ragged right edge.)
- Single spacing for paragraphs
- Use position titles and names (First Initial. Last Name, Dean of ...).
- Acronyms should be used only after the full compound terms have been written out.

Policies submitted for approval of revisions shall be submitted in Microsoft Word "Track Changes" format.

After approval, as required, and posting to the official website, JC policies are in effect unless a specific date on which they become effective is noted. The President, if necessary, may approve policy changes for immediate implementation.

JC departments and programs shall maintain operating procedures for all important organizational processes. Departments and programs shall have a uniform and transparent process that ensures adequate consideration, feedback, coordination with

other programs/departments, and approval of proposed procedures. Procedures shall be developed and reviewed within a routine approved timeline, not less than annually. Procedures shall be accessible and communicated to involved staff as part of regular staff development and training. Any changes in procedures shall be consistent with and supportive of associated college policy.

### **Change Log**

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
12/08/2010	1.0	New Policy	N. Miller
12/31/2011	2.0	Annual review editing corrections; no substantive changes	D. Phelan
12/18/2019	3.0	Review, update flowchart and minor changes	S. Perkin, Chief of Staff

