Jackson COLLEGE

<table>
<tr><td colspan="2" align="center">Administrative
Policy</td></tr>
<tr><td>Policy Name:</td><td>Policy Development and Approval</td></tr>
<tr><td>Policy Number:</td><td>3101</td></tr>
<tr><td>Date Adopted:</td><td>12/08/2010</td></tr>
<tr><td>Version:</td><td>4.0</td></tr>
<tr><td>Review Cycle:</td><td>Biannually</td></tr>
<tr><td>Date Last Reviewed:</td><td>01/11/2023</td></tr>
<tr><td>Office Responsible:</td><td>President's Office</td></tr>
<tr><td>Reviewing Committee:</td><td>N/A</td></tr>
<tr><td>Related Policies:</td><td>N/A</td></tr>
<tr><td>Related Laws:</td><td>N/A</td></tr>
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Policy Summary:

Jackson College (JC) develops and maintains policies that provide guidance in operational decision-making, that support achievement of the institution's Mission, Vision, Values and Beliefs. From these policies flow practical procedures which are codified in each operational area (and hyperlinked to College policies).

Policies, as statements of intention, are authorized from the Board of Trustees, through the College President, and are ultimately formed by the College's Leadership Council (LC), must be adhered to by College employees, guests, contractors, residents, and others. Failure to do so represents a clear and present risk to the College, and potentially to the health, safety, and well-being of those aforementioned audiences. Policies shall be minimally reviewed bi-annually by the LC member responsible for the policy. Further, LC member is responsible to ensure that the policies are broadly communicated and enforced.

Scope:
College policies apply to all college employees, guests, and contracted staff, as appropriate.

Policy Statement:

The Institutional Research and Effectiveness (IRE) Department shall ultimately ensure the bi-annual review of policies. The policy submission, approval, and review process shall involve a collaborative effort, led by a designated LC sponsor with review and input provided where both applicable and helpful from affected parties. [Note: Compliance and/or legal review may be conducted as necessary]. The Leadership Council shall serve as the final review for all College Policies, with some policy review being delegated to individual LC members. The final determiner/arbiter of all College policies shall be the College president.

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

<u>Policy Header:</u>
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)

<u>Policy Body:</u>

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.

<u>Footer:</u>
Change Log:

Date Of Change	Description of Change	Responsible Party

<u>Policy Formatting:</u>
- 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 may, if necessary, approve policy changes for immediate implementation.

Change Log:

Date Of Change	Description of Change	Responsible Party
12/8/2010	New policy	N. Miller
12/31/2011	Annual review editing corrections no substantive changes	D. Phelan
12/18/2019	Review, updated flow chart and minor changes	S. Perkin, Chief of Staff
1/11/2023	Review, extensive edits throughout for clarity of process and policies vs. procedures.	CEO

Jackson COLLEGE

Administrative Policy Approval Process

New Policy / Bi-Annual Review

Start → Designated sponsor reviews or creates draft policy

Policy Revision (decision)
- Yes → Designated sponsor reviews or creates draft policy
- No → End

Stakeholder / Committee Input

Review and approval of draft policy

Leadership Council Review

LC reviews policy → LC Policy Action (decision)
- No → LC member reviews concerns with designated sponsor.
- Yes → (down to next lane)

IRE Posting and Deployment

Email status from Chief of Staff to IRE and policy holder → Approval or Sunset (decision)
- Updated/Approved → Verifies policy format → Updates policy to website → Archives prior version of policy → Updates the policy review schedule → End
- Policy Sunset → Updates policy to website