Revision Form and Guidelines Operational Policies and Procedures Formulation

Yavapai COLLEGE

Policy #: _____ **Preparer(s):** _____ **Date:** _____

Policy Name: _____

Description of Change/Revision: _____

Please review and sign your approval to proceed:

Policy Owner:		Date:	
ELT approval:		Date:	
Policy Review Committee:		Date:	
College Council:		Date:	
President: **Dr. Lisa Rhine**		Date:	
Published to website:		Date:	

Notes (changes requested): _____

Process for Policy Changes
a. **Individuals/departments identify a "gap" in written documentation**
    i. Check for existing, related administrative documentation.
    ii. Identify affected parties. Most subjects have implications for other departments, and collaboration is required
    iii. Determine the appropriate documentation (administrative policy vs. departmental procedure vs. guideline, for example)
    iv. Research designated YC benchmark institutions, as well as aspiration schools, as applicable to the subject
    v. Develop new or revised administrative policy and/or procedure, ensuring clarity, readability, and consistency with other documentation
        a) Draft new or revised policy operational consistent with the required format, showing the changes tracked.
        b) If applicable, submit to College attorney for legal review/ alignment with existing operational policies
        c) Submit for review and approval through the departmental management structure, through and including the applicable Vice-President(s)
b. The applicable College Vice-President(s) or Chief HR Officer will submit the reviewed/approved draft, along with all of the review/approval documentation, to the Chair of the Policy Review Committee for review and discussion, who will then circulate the policies for review to the Policy Committee at least one week prior to a Committee meeting.
c. The Policy Review Committee (PRC) is currently comprised of Chief HR Officer (Chair), Faculty Assn. President, Faculty Assn. Chair of College Standards, Faculty Assn. Chair of Faculty Affairs, YC Staff Association (YCSA) President, Academic Dean, Comptroller, Associate Vice President of Student Affairs, Dean of Instructional Support, Foundation Director of Finance & Operations, HR Projects & Operations Manager, HR Business Partner, and departmental policy writers as applicable and appropriate to the agenda. The Committee meets monthly as necessitated by the volume of submissions.
    i. Policy Review Committee considers recommendations, solicits feedback from College Community, reconsiders recommendations based on feedback, and ultimately makes a final recommendation to the College Council. The President, through the College Council, makes the final decision.

6/2021 rev.