

Policy Development and Review Cycle

Proposing and Sponsoring

Any College faculty or staff member, office, or unit may propose a new college policy or recommend that an existing policy be revised or rescinded. This is done by submitting a Policy Change Proposal Form.

Conceptual Review

The responsible member of ELT (Executive Leadership Team) will bring the policy to ELT for approval, revising, or rescinding. ELT will work with the Policy Review Committee Chair to engage the college community.

College Community Engagement

Policy language will be drafted by the individual or office proposing a policy change (or a designee) and will be distributed to the college via News Flash. The policy feedback will be collected via the Policy Review Committee webpage. The community will then have 10 or more working days to provide feedback.

Policy Review Committee Responsibility

The Policy Review Committee will review the comments received during the College Community Engagement Process. The Committee will then decide if revisions are necessary and then submit a recommendation to College Council.

College Council Responsibility

The College Council will review the Policy Review Committee's recommendations and make a final recommendation to the President.

President's Decision

The President will review College Council recommendations with the Executive Leadership Team if needed and then will approve or decline the final policy recommendation. The final policy approval will be distributed to the college via Newsflash.

