THE DEVELOPMENT AND ISSUANCE OF COLLEGE ADMINISTRATIVE POLICIES

I. Policy Section

4.0 Development of Policies

II. Policy Subsection

4.1 Development and Issuance of College Administrative Policies

III. Policy Statement

Policies promote the College mission, maintain accountability, and provide the GRCC community with a clear explanation of how College activities must be undertaken. People who are responsible for writing, updating and distributing College policies must comply with the conditions, standards and procedures outlined in this document.

IV. Reason for the Policy

The College wishes to ensure that all official College administrative policies are formally approved, printed in a consistent format and maintained in the shared drive and the website. Policies must be kept current and employees notified in a timely manner in order to assure compliance with policy objectives and to establish accountability. This document defines what a College policy is, explains the standard policy format, outlines the steps for developing, approving, issuing and amending policies and procedures, and describes the roles of the Policy Advisory Group.

V. Entities Affected by this Policy

All employees

VI. Who Should Read this Policy

Individuals responsible for issuing or revising a College Policy.

VII. Related Documents

N/A

VIII. Contacts

Policy Owner: General Counsel

Direct any general questions about the Policy on the Development and Issuance of College Policies to your department's administrator. If you have questions about specific issues, call the office of General Counsel at 234-4953.

IX. Definitions

College Policy: College policies are guiding or governing principles, formally approved to provide assistance in the conduct of College affairs. This definition encompasses only College-wide policies, which should be distinguished from procedures and from departmental policies. Only those policies approved in accord with this policy will have the force of College policy and will be published on the College policy website. In the event of a conflict between a College-wide policy and a departmental policy, the College-wide policy will supersede the departmental policy.

A College policy is defined by all of the following standards:

- Consistent with the College mission, vision and values
- Consistent with the College culture
- Clear and understandable
- Enforceable with clear consequences
- Encourages desired outcomes
- Continually updated
- Reduces institutional risk
- Policies will not conflict with each other
- Policies will not conflict with labor agreements
- Administrative policies will not conflict with Board of Trustees Policies
- Training, where needed, will be provided

X. Procedures

A. POLICY VERSUS OPERATING PROCEDURES:

The prescribed format of a policy contains two sections, the "Policy Statement" and the "Reason for Policy." Operating procedures (or procedures) are the means - sometimes simple, sometimes complex - by which College employees are to carry out a particular policy.

For those who merely need to know the College's policy on a given question, the "Policy Statement" and the "Reason for Policy" on the first page of each document can easily be reviewed. The procedures provide employees with clear and consistent means for implementation.

B. POLICY ADVISORY GROUP:

General Counsel, Chair
Dean, as appointed by the Provost
Executive Assistant to the President & Board of Trustees
VP for Finance and Administration
Executive Director of Human Resources
Chief Information Officer or designee
Faculty Bargaining Unit representative
CEBA Bargaining Unit representative
APSS Bargaining Unit representative
Campus Police Bargaining Unit representative

The function of the Policy Advisory Group and the overall process of developing and issuing College administrative policies and procedures is outlined in the Flow chart in the "Related Documents" section of this document.

C. STANDARD FORMAT FOR POLICIES

To ensure a consistent format for policy documents, a standard template is used. Use of this standard format template facilitates clear, concise policies and procedures at all levels of College organization.

The 14 sections which comprise the format for the policy and procedures are as follows:

1. Policy Section
2. Policy Subsection
3. Policy Statement
4. Reason for the Policy
5. Entities Affected by this Policy
6. Who Should Read this Policy
7. Related Documents
8. Contacts
9. Definitions
10. Procedures
11. Forms
12. Effective Date
13. Policy History
14. Next Review/Revision Date

D. DEVELOPING AND APPROVING A POLICY

Steps for developing a non-academic policy:

Each Cabinet member shall designate a policy owner to periodically review and update existing policies or initiate new policies within their area of responsibilities. The policy owner will develop the policy and procedures, and will be accountable for the accurate development, issuance, and timely updating of the document.

1. Policy Owner creates or updates a draft policy in standard format and forwards to the responsible Cabinet member.
2. Responsible Cabinet member, when necessary, recommends editorial group. The editorial group should consist of individuals from representative units/stakeholders throughout the College who can provide a broad perspective on the content and application of the policy.
3. Following input from the editorial group, the responsible Cabinet member reviews the final policy draft and authorizes the policy to be forwarded to the policy administrator for the office of General Counsel.
4. The policy administrator for the office of General Counsel will convene the Policy Advisory Group. The policy owner will attend the policy group meeting to respond to questions.
5. Following Policy Advisory Group input, the policy owner will make changes to the document. A final draft is forwarded to the policy administrator who will ensure that the policy is in the appropriate format and that bullet point updates are included.
6. The General Counsel will place the new or updated policy on the Cabinet agenda.
7. Following Cabinet approval, policy administrator will distribute to the shared drive, the website, and send to Communications Department for publication in GRCC today. A copy will be sent to all Union Presidents.

Steps for developing an academic policy:

1. Academic policies are developed through the Academic Governing Council, consistent with AGC bylaws, Article 7.
2. Upon final approval by the Provost, an academic policy will be distributed to the shared drive, the website and sent to the Communications Department for publication in GRCC Today. A copy will be sent to all Union Presidents.
3. Consistent with the faculty contract, all policies that directly affect faculty shall have an effective date 45 days after the Faculty Association has been provided notice of the policy adoption or changes to existing policies.

XI. Forms

XII. Effective Date

August 17, 2010

XIII. Policy History

- Original: December 10, 2001
- Revision: August, 2010
- Revision: December, 2015

XIV. Next Review/Revision Date

December, 2020