

I. POLICY

All written policies and procedures submitted for review and approval by the Salt Lake Community College Board of Trustees or its president and executive cabinet shall be developed or revised in a transparent, collaborative, and efficient manner. college policies and procedures, as well as department rules, must be clearly written, accessible to the college community, and periodically reviewed. This policy provides the procedure for the development, revision, and review of all college policies and procedures.

II. REFERENCES

- A. State System of Higher Education, Utah Code Ann. § 53B-2-106.
- B. Student Civil Liberties Protection Act, Utah Code Ann. § 53B-27-301.
- C. Utah Administrative Rulemaking Act, Utah Code Ann. §§ 63G-3-101–702.
- D. Delegation of Responsibilities of the President and Board of Trustees, Utah Bd. of Regents r. 220.

III. DEFINITIONS

- A. Approval date: The date the board of trustees approves a policy, or the president, in consultation with the executive cabinet, approves a procedure.
- B. College Policy: A guiding principle that addresses the governance, philosophies, principles, or broad concepts inherent in carrying out the mission of the college. Unless a policy explicitly states otherwise, it is binding on all students, faculty, staff, and all persons visiting the college or using any college facility or another college resource.
- C. Comment Period: A 15-calendar-day period during which students, employees, and others may comment on a proposed new policy or revised policy or procedure.
- D. Department Rule: A written directive that applies to a specified department or subdivision of the college and governs a process that is unique to that department. Department rules may be referred to by various names which include, but are not limited to as departmental rule, department guideline, department policy, by-law, charter, regulation, standard operating procedure or statement of standards.

- E. Effective date: The date a policy or procedure goes into effect. Unless otherwise stated, the effective date will be when the Policy Office posts the policy on the college webpage, thereby providing notice to the college community.
- F. Emergency policy: A temporary memorandum policy enacted by the president when extraordinary circumstances require immediate action.
- G. Executive Cabinet: The president, all vice presidents, the provost, and special assistants to the president.
- H. Originator: The person assigned to draft, develop, and maintain a policy or procedure.
- I. Policy Template: A standardized guidance document with a proper outline and format for policies and procedures.
- J. Policy Office: The college department responsible for offering guidance to a policy originator, ensuring a legal review of draft policies occurs and reviewing policies for accuracy, clarity, and consistency as well as ensuring compliance with this policy and procedure. This office is located in the office of General Counsel and Risk Management.
- K. Procedures: Specific methods and processes for implementing college policies.
- L. Sponsor: A member of the executive cabinet responsible for a policy.
- M. Substantive Revision: Changes that alter the intent, scope, meaning, or application of a college policy or procedure.
- N. Technical Correction: A change that does not alter the intent, scope, meaning, or application of a college policy or procedure. For example job titles, department names, responsible personnel, grammatical errors, format revisions, hyperlink updates, policy renumbering and changes in statutory or regulatory citations.

IV. PROCEDURES

A. Policy and Procedure Approval Process

1. Policy Sponsor

- a. Any student or college employee may submit a written request to develop a new college policy or procedure or revise an existing policy or procedure by submitting the request to the Policy Office.
- b. A request submitted to the Policy Office must contain:

- (1) the reason for the policy or revision of an existing policy;
 - (2) suggested conceptual language for the new policy or policy revision;
and
 - (3) a list of the college community stakeholders who may be impacted by the new policy or policy revision.
- c. When the Policy Office receives a request to modify an existing policy or create a new policy, the Policy Office will begin monitoring the progression of the policy development or revision and forward the request to the appropriate executive cabinet member.

2. Policy Drafting

- a. Upon receipt of a request for a new policy, the executive cabinet member will present the request to the executive cabinet for conceptual approval.
- b. If approved by the executive cabinet, the cabinet will assign a sponsor for the proposed new policy.
- c. A policy revision proposal requires only the approval of the sponsor to proceed.
- d. The sponsor will assign an originator to draft or revise the proposed new or revised policy or procedure and notify the Policy Office of the appointment.
- e. Originator Responsibilities
 - (1) It is the originator's responsibility to be the primary drafter and reviewer of a new or revised policy or procedure.
 - (2) The originator will contact the Policy Office for the policy template. The originator will periodically consult with the Policy Office throughout the drafting and approval process.
 - (3) The originator and all reviewers must use the edit and track feature on draft policy documents so that those reviewing the draft policy can readily identify all changes and comments to the draft.
 - (a) This requirement may be waived by the Policy Office, in consultation with the sponsor, if the policy revision constitutes a substantial rewrite of the policy or procedure.

- (b) If a waiver is authorized, the draft must include comments explaining differences and similarities with the existing policy.
 - (c) Waivers should be limited to substantial rewrite and where using of the edit and track feature would create a document lacking clarity.
 - (4) The originator must include stakeholders impacted by the policy or procedure in the drafting process. These may include:
 - (a) the Faculty Senate;
 - (b) the Student Association Executive Board; or
 - (c) operational stakeholders.
 - (5) Once the originator has completed a draft, the originator will send the policy draft to the Policy Office. The Policy Office will review the policy for clarity and ensure consistency with other policies and procedures. The Policy Office will also ensure the college's legal counsel conducts a legal review of the policy draft.
 - (6) Once the policy review has been completed by the originator and Policy Office, the policy and procedures will be submitted to the sponsor for review.
3. Executive Cabinet's First Review
- a. After receiving the draft policy, the sponsor can present the draft policy or procedure to the executive cabinet or return it to the originator for modification.
 - b. If the sponsor presents the proposed policy or procedure to the executive cabinet, the cabinet may:
 - (1) approve the draft policy or procedure with or without revision for a 15-day-comment period;
 - (2) return the draft to staff for further work with instructions on the changes needed; or
 - (3) take other action, as it deems appropriate.
4. 15-Day-Comment Period

- a. If executive cabinet approves the policy, the President's Office shall direct the Policy Office to post the draft document on the college policy website for a 15-day-comment period.
- b. The executive cabinet may extend the comment period.
- c. When a policy or procedure is posted for a 15-day review, all executive cabinet members and college senior leadership team members have a responsibility to encourage their respective colleagues and staff to review and comment on the new or revised policy.
- d. Upon completion of the 15-day comment period, the Policy Office shall provide all received comments to the originator.
- e. Within 30 calendar days of receiving all comments, and in cooperation with the college's legal counsel, the originator shall evaluate all comments and revise the policy or procedure as needed.
- f. The originator and legal counsel will submit the draft policy to the sponsor. A short joint memorandum summarizing the comments received, revisions made, and any remaining legal or other issues will accompany the draft.

5. Executive Cabinet's Second Review

The sponsor will then present the draft policy or procedure to the executive cabinet for a second review. After reviewing the draft, the cabinet may make one of the following recommendations to the president:

- a. Approve the new or substantively revised policy and forward it to the board of trustees for consideration and approval.
- b. Approve a new or revised procedure and request the president to have it posted it on the college policy website.
- c. Return the draft policy or procedure to the originator for further work, with instructions on the changes needed.
- d. Reject the new or revised policy or procedure.
- e. The president may make modifications to the draft policy or procedure.

6. Board Of Trustees Review and Approval

- a. The board of trustees must approve:

- (1) a new policy; and
- (2) substantive revisions to an existing policy.

- b. The board of trustees does not need to approve a technical correction of a policy or a new or revised procedure.
- c. The president shall be responsible for approving a new or revised procedure.

7. Posting of an Approved Policy or Procedure

- a. The president's office shall notify the Policy Office when the board of trustees approves a policy or the president approves a procedure.
- b. The Policy Office shall have the duty to post the approved policy or procedure on the policy website and notify the college community.

B. Time Considerations

- 1. The originator, sponsor, executive cabinet, and board of trustees may review and take any action on a proposed new or revised policy or procedure at any time.
- 2. The timing of the review and approval process for new or revised policies rests exclusively with the board of trustees or executive cabinet. However, both entities should provide sufficient time for the following circumstances:
 - a. Stakeholders in the college community should be provided sufficient opportunity to provide comments regarding the proposed policy or procedure.
 - b. Publishing deadline dates for new or revised policies or procedures which are published in college issued handbooks or manuals.

C. Policy and Procedure Technical Corrections

- 1. The board of trustees has delegated to the president the authority to enact technical corrections, as defined in section III.N.
- 2. The originator may recommend technical correction to the sponsor. The originator must provide a tracked version of the policy and procedure to the sponsor.
- 3. The sponsor shall provide the Policy Office a tracked version of the proposed technical correction. The Policy Office will review the proposed technical

correction to determine if the change is technical or substantively alters the policy or procedure.

4. If there is a disagreement between the originator and Policy Office as to whether a revision constitutes a technical correction, the matter will be evaluated by the policy sponsor and president. The president will have the final authority on whether the revision constitutes a technical correction.
5. If the Policy Office determines that the proposed technical correction does not substantively alter the policy or procedure, the Policy Office will inform the sponsor.
6. If the Policy Office alters the proposal, the Policy Office must notify the sponsor and provide the sponsor with a tracked version of the proposal.
7. The sponsor will present the tracked version of the corrected policy or procedure to the executive cabinet. The cabinet will make a recommendation to the president to either approve or deny the proposed technical correction.
8. If the president approves the technical corrections, the President's Office will notify the Policy Office to post the corrected policy on the college policy page.
9. Technical corrections do not require a 15-day-comment period.
10. The approval of technical corrections to a policy does not constitute the enactment of a new or revised policy, and it does not change the approval or effective dates of such policies.

D. Emergency Policy

1. When the president determines that emergency policy action is required, the president may enact new policies, revise existing policies, or suspend existing policies.
2. When the president takes emergency policy action, the president shall issue a written memorandum outlining:
 - a. the reasons emergency action is required;
 - b. any applicable emergency procedures;
 - c. the anticipated duration of the emergency policy; and
 - d. if applicable, any other policies that will be affected by the enactment of the emergency policy.

3. The president may issue this emergency policy without prior consent or approval of any college organization. However, when an emergency policy has been issued, the president must notify the board of trustees' executive committee.
4. Emergency policies do not require a 15-day-comment period.
5. Once enacted, the Policy Office will immediately publish the emergency policy on the college policy website. The Policy Office will also send an email to the college community notifying of the emergency policy.
6. Following issuance of the emergency policy, the president will present the policy to the board of trustees and executive cabinet at the first available opportunity.
7. After consulting with the president, the board of trustees shall have the authority to affirm, modify or rescind the emergency policy.
8. The emergency policy must be in effect only for the duration of the emergency, not to exceed one year. The president may not renew an emergency policy.

E. Department Rules

1. Given the size, complexity, and numerous departments and offices of the college, it is necessary for directors to be able to develop department rules, as defined in section III.D. Department Rules and procedures provide additional detail to directors in their efforts to efficiently and effectively manage their respective departments or offices.
2. Department rules are subject to the following:
 - a. Any person can recommend a department rule, through the person's supervisory hierarchy.
 - b. Once recommended, the appropriate executive cabinet member must approve a department rule for the rule to be binding.
 - c. If the executive cabinet member believes a department policy affects another department or applies to the entire college, they should have the rule evaluated by the executive cabinet.
 - d. If the executive cabinet determines that the department rule applies to the entire college, the cabinet will assign an originator to move the

department rule or procedure through the policy and procedure approval process.

- e. At any time, the president shall have the authority to review, affirm, modify or rescind any department rule.
3. Department rules must be consistent with the intent and purpose of college policy and relevant law.
4. Once adopted, the appropriate executive cabinet member is responsible for ensuring the department rule or procedure is posted on the college's policies and procedures website. In addition, the department rules must be posted on each division or department's website. Posting must be completed within 30 days of the rule's approval.
5. Directors and associate deans are responsible for distributing new department rules and procedures to all employees in the department.
6. The Policy Office will act as a repository for all department rules and procedures. A copy of all department rules and procedures approved by any department must be provided to the Policy Office within 30 days after its approval.
7. A new department rule that is properly adopted is binding on all employees and student within the relevant department or office for which it is developed. If the department rule is not approved, as required by this section, it non-binding. A department rule existing at the time of the approval of this policy will be effective even if it has not gone through the process. Any future revisions of the existing department rule must go through the process.

F. Policy Review and Maintenance

1. Executive cabinet members who serve as policy sponsors are responsible for reviewing and addressing the policy needs of their respective departments.
2. The Policy Office shall maintain the policy website or manual as well as a policy archive.
3. The Policy Office shall coordinate the regular review of college policies. Whenever possible, a policy will be reviewed every five years after it becomes effective and every five years after that. The responsible sponsor will review policies to assess whether policies remain:

- a. in compliance with applicable laws, regulations, the board of regents policies, etc.;
- b. consistent with other college policies;
- c. current with policy format, personnel, positions, and entity information; and
- d. relevant to the needs of the college and its mission.

G. Obsolete Policy or Procedure

1. A student, staff member, or faculty member who believes a college policy is no longer needed may recommend to the Policy Office that the policy is removed.
2. The Policy Office will inform the originator of the recommendation.
3. An originator shall review the recommended deletion with the college's legal counsel.
4. Following a legal review, the originator may provide a written recommendation to the policy sponsor that a policy or procedure should be deemed obsolete. The written recommendation will include the reasons the originator believes the policy is obsolete.
5. The policy sponsor will present the written request to the executive cabinet
6. The executive cabinet will approve or deny the recommendation. If the deletion is approved, the President's Office will notify the Policy Office.
7. When notified of a policy deletion, the Policy Office will remove the policy from the college policy website and send an email to all college community members notifying of the deletion.

H. Administrative Rulemaking Requirement

When required, as described in Utah Code Ann. § 53B-27-302, the College shall enact an administrative rule in accordance with the Utah Administrative Rulemaking Act, Utah Code Ann. §§ 63G-3-101–702.

Date of last cabinet review: October 2, 2018

The originator of this policy & procedure is the President's Office. Questions regarding this policy may be directed to the originator by calling 801-957-4227.