

ADMINISTRATION
POLICY DEVELOPMENT
CHAPTER 1
POLICY 8.01

Board of Trustees Approval: 05/11/2005
Date of Last Cabinet Review: 09/20/2016
Page 1 of 1

I. POLICY

All written policies submitted for review and approval by the Salt Lake Community College Board of Trustees shall be developed in accordance with prescribed procedures. The written document will serve as authoritative guidance and direction for all employees of SLCC and students as applicable.

ADMINISTRATION
POLICY DEVELOPMENT
CHAPTER 1
PROCEDURE FOR POLICY 8.01

Cabinet Approval: 09/20/2016
Date of Last Cabinet Review: 09/20/2016
Page 1 of 4

I. REFERENCES

- A. Utah Code Annotated 53B-2-106, State System Of Higher Education
- B. SLCC Policy C4S1.01 Academic Freedom, Professional Responsibility and Tenure

II. DEFINITIONS

- A. Originator. The person assigned to develop a particular policy and procedure, to maintain it for accuracy and relevance and to recommend removal when appropriate.
- B. Policy. A general statement addressing governance, philosophies, principles or broad concepts inherent in carrying out the programs of the College.
- C. Policy Officer. That person who is appointed by the President to offer authoritative guidance under this policy and procedure and to coordinate the development and review of policy and procedure. The policy officer will:
 - 1. Provide oversight and guidance to the Policy Coordinator to ensure that processes for review are followed and that policies and procedures are up-to-date and posted;
 - 2. Create and maintain a summary reference guide for Originators, Sponsors, and the College community, which includes timelines for review, templates for development and answers to commonly asked questions;
 - 3. Consult with the Originator as necessary;
 - 4. Oversee the legal and risk review of the proposed policy or procedure.
- D. Policy Coordinator. That person appointed by the Policy Officer to coordinate the process and manage the policy and procedures pages on the College's website. The Policy Coordinator is not an originator. Accountabilities of the Policy Coordinator include:
 - 1. Formulation of a review list to include:

ADMINISTRATION
POLICY DEVELOPMENT
CHAPTER 1
PROCEDURE FOR POLICY 8.01

Cabinet Approval: 09/20/2016
Date of Last Cabinet Review: 09/20/2016
Page 2 of 4

- a. Create and maintain accurate template;
 - b. Check for accuracy of all references;
 - c. Check for accuracy of all titles and department names;
 - d. Check for accuracy of all approval dates;
 - e. Confirm correct reporting structures; and
 - f. Confirm that the policies are not in conflict with one another.
- E. Presidential Memorandum. A memorandum issued by the President where an urgent need arises to establish a procedure in lieu of standard development. Normally upon the policy issuance or rule of a Presidential Memorandum, the President will also name an Originator to begin the development of a policy or procedure.
- F. Procedure. The written steps necessary to appropriately and uniformly perform a task in carrying out activities of the College.
- G. Sponsor. A member of the Executive Cabinet who will review Originator's proposed policy creation, amendment, revision and navigate it through the Executive Cabinet.
- H. Technical Correction. Technical corrections are items that need to be maintained on a periodic basis that would not require a College-wide review; i.e. titles, departments, change of responsible personnel, etc.

III. PROCEDURES

- A. Policy and Procedure. Board of Trustees (Board) Policy and Procedure are promulgated under Utah Code 53B-2-106. Policies are the responsibility of the Board and the Board has authorized the President to enact procedures and rules for administration and operation of the institution which are consistent with the prescribed role established by the Board, rules enacted by the Board, or the laws

ADMINISTRATION
POLICY DEVELOPMENT
CHAPTER 1
PROCEDURE FOR POLICY 8.01

Cabinet Approval: 09/20/2016
Date of Last Cabinet Review: 09/20/2016
Page 3 of 4

- of the State. Board policy and procedure is the highest level of authority within the institution and supersedes any departmental procedure or rule.
- B. College policies and procedures will be clearly outlined on the College's website and changes to policies and procedures will be clearly communicated to the College community by the Policy Coordinator.
 - C. Concept proposals for new policy and procedures are submitted through line supervisors to the Sponsor. The Sponsor will address the proposal with the President and, if approved, an Originator will be appointed to develop, manage, and administer the policy and procedure after its implementation. Policy and procedure that govern educational curricula will be assigned to the Faculty Senate to originate.
 - D. Originators will recommend new/revised policy and procedure using the standard policy and procedure format. Please see the policy and procedure website for standard policy and procedure format.
 - E. New or Revised Policy and Procedure.
 - 1. New and revised policies and procedures will be considered between September 1 through March 1 each year. Policies must be approved by March 1 to be effective for the subsequent academic/fiscal year. Policies affecting students will be effective April 1 to coincide with the new catalog year. Policies affecting employees will be effective immediately unless otherwise noted.
 - 2. Once a draft proposal is completed by the Originator it will be reviewed by the College's General Counsel to ensure legality and consistency with other College policies, procedures. Once reviewed, the Originator will submit the draft proposal to the Sponsor who will place it on the agenda of the Executive Cabinet. The Sponsor will give a short overview of the draft proposal to the Cabinet who will vote to approve or disapprove moving it forward. If approved, the Executive Assistant to the President will notify the Policy Coordinator who will post the draft proposal on the policy website and send an electronic notice to the College community.

ADMINISTRATION
POLICY DEVELOPMENT
CHAPTER 1
PROCEDURE FOR POLICY 8.01

Cabinet Approval: 09/20/2016
Date of Last Cabinet Review: 09/20/2016
Page 4 of 4

3. Review. It is the responsibility of all Senior Leadership Team members to facilitate a review of the draft proposal with their respective colleagues through staff meetings, Senate meetings or Association meetings and submit comments. New and revised policy and/or procedure will be open for review and comments for 15 calendar days. Comments will be submitted to the policy website for consideration by the Originator and Sponsor. The Executive Cabinet sponsor will bring full discussion of revisions, deletions, etc. to the Executive Cabinet for approval, revision, or denial.
4. Approval. Upon recommendation of the Executive Cabinet, the President will approve, revise, or deny the draft proposal. Approved policy will be reviewed by General Counsel and then forwarded to the Board of Trustees for their review and approval/denial. Approved procedure will be forwarded to the Policy Coordinator by the Executive Assistant to the President. The Policy Coordinator will update the policy website and send a notice to the College community whenever a policy or procedure has been changed.
5. Removal of obsolete policy and procedure may be recommended by the Originator to the Executive Cabinet sponsor. The Executive Cabinet sponsor will review the request with the Executive Cabinet who will approve/deny the recommendation. Once approved, the Policy Coordinator will ensure the removal of the policy on the website and will notify the College community of its deletion.
6. Technical corrections are recommended by the Originator and approved by the Sponsor. The Sponsor will review the technical corrections at Executive Cabinet and, if approved, notify the Policy Coordinator of any updates. The corrected version will be posted to the website by the Policy Coordinator and a notice will be sent to the College community by the Policy Coordinator.