I. PURPOSE

To provide direction and assistance for personnel involved in the process of creating, adopting and updating SLCC policies and to ensure that all policies and procedures are formally approved and promulgated in a consistent format and process.

II. 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.
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

C. SLCC Policy C2S3.06 Employee Grievance Procedure

II. DEFINITIONS

A. Originator. The person assigned to develop a particular policy and procedure.

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;
2. Create and maintain a summary reference guide for Originators, Sponsors, and the College community;
3. Create a policy and procedure A-Z Index [organizing policies and procedures in reverse chronological order], working with appropriate web page managers towards improving the policies and procedures web pages to include a key word search tool, an effective indexing tool, and a FAQ section;
4. Work with appropriate College offices for new employee training to include general and key policies and procedures; ongoing training should be added for policies and procedures; and a special policies and procedures training for supervisory level staff should follow the new employee training;
5. Consult with the Originator as necessary;
6. Oversee the legal and Risk review of the proposed policy or procedure; return the proposed procedure with any recommendations to the Originator within 10 working days from submission;
7. Provide the proposed procedure to the office of the respective Sponsor; and
8. Arrange for the availability of the Originator if required by Senior Leadership Council.
   a. Upon notification from the Senior Leadership Council, post the proposed procedure or revision for the Review Period, designating the Originator as the recipient of input.
   b. Upon notice of modification by the Originator, return the proposed procedure/revision to the Senior Leadership Council.
c. Upon approval from Senior Leadership Council, forward onto President for approval.

d. If approved, President will forward onto Board of Trustees for review and approval.

e. Upon notification of Board of Trustee approval, assure public posting of the procedure/revision to the SLCC website policy/procedure webpage via the Policy Coordinator.

D. **Policy Coordinator.** That person appointed by the Policy Officer to coordinate the process and manage the website. The Policy Coordinator is not an originator. Accountabilities of the Policy Coordinator include:

1. Formulation of a review list to include:
   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, procedure, or rule.

F. **Procedure.** The written steps necessary to appropriately and uniformly perform a task in carrying out activities of the College.

G. **Rule.** Specific direction regarding process or principles in administering the affairs of the College.

H. **Sponsor.** A member of the Executive Cabinet who will review Originator’s proposed policy creation, amendment, revision and navigate it through the Senior Leadership Council and Executive Cabinet.

I. **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 of the State. Board policy and procedure is the highest level of authority within the institution and supersedes any departmental procedure or rule.

B. Rule. Proposed rules are recommended by the Sponsor and approved by the President (or designee). Sponsors should have approved instructions on how rules are to be developed and updated.

C. The policy, procedure, and rule website will be broken out into sections, as follows:

<table>
<thead>
<tr>
<th>Board Policy and Procedure Section</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1000, President’s Office</td>
<td>President</td>
</tr>
<tr>
<td>Section 2000, Business Services</td>
<td>Vice President of Business Services</td>
</tr>
<tr>
<td>Section 3000, Student Services</td>
<td>Vice President of Student Services</td>
</tr>
<tr>
<td>Section 4000, Academic Affairs</td>
<td>Provost of Academic Affairs</td>
</tr>
<tr>
<td>Section 5000, Institutional Advancement</td>
<td>Vice President of Institutional Advancement</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Institutional Rules</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section A, Presidential Memorandum</td>
<td>President</td>
</tr>
<tr>
<td>Section B, The Academic Guide</td>
<td>The Discussion Team</td>
</tr>
</tbody>
</table>

D. 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.

E. Once an Originator is assigned, the approved concept proposal form will be given to the Policy Coordinator who will post the notice through the policy website. Originators will recommend new/revised policy and procedure using the standard policy and procedure format according to the following three (3) steps. Please see the policy and procedure website for a concept proposal form and standard policy and procedure format.
1. **New or Revised Policy and Procedure.** Once a draft proposal is completed by the Originator, the Originator will submit the draft proposal to the Sponsor who will place it on the agenda of the Senior Leadership Council. The Sponsor will give a short overview of the draft proposal to the Senior Leadership Council, after which the Policy Coordinator will post the draft proposal on the policy website and send an electronic notice to the members of the Senior Leadership Council and College Attorney.

2. **Review.** It is the responsibility of the Senior Leadership Council members and College Attorney to conduct a review of the draft proposal with their respective colleagues 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. After consideration of the substantive submitted comments, Senior Leadership Council members will provide their respective Cabinet representative with their perspectives. The Executive Cabinet sponsor will bring full discussion of revisions, deletions, etc. to the Executive Cabinet for approval, revision, or denial.

3. **Approval.** Upon recommendation of the Executive Cabinet, the President will approve, revise, or deny the draft proposal. Approved policy will be forwarded to the Board of Trustees for their review and approval/denial, which will be coordinated by the President. Approved procedure will be forwarded to the Policy Coordinator by the Sponsor. The Policy Coordinator will update the policy website and send a notice to the College community whenever a policy or procedure has been changed.

F. **Removal of obsolete policy and procedure.** Removal of obsolete policy and procedure may be recommended by the Originator to the Policy Officer. The Policy Officer will review the request with the Senior Leadership Council who will approve/deny the recommendation. If approved, the Policy Officer will forward onto the President for approval/denial.

G. **Technical corrections.** Technical corrections are recommended by the Originator and approved by the Sponsor. The Sponsor will notify the Policy Coordinator of any updates following approval. The corrected version will be posted to the website by the Policy Coordinator.

H. **Employee grievance.** Any employee shall have the right to file an employee grievance, according to the appropriate employee grievance procedure, regarding alleged violation of policy, procedure, or rule. Employees who are found to violate policy and procedure are subject to discipline/sanction following the appropriate policy and procedure.