

## 3357:13-12-151 Procedure for College Policy Development and Review Process

This procedure applies to North Central State College policies and procedures except the governance policies, which are maintained by the Board of Trustees.

### (A) Development Phase

- (1) The individual planning to develop a policy or procedure (initiator/owner) contacts the Assistant to the President.
- (2) The Assistant to the President answers any questions about the policy/procedure development and advises on what needs to be done and how the policy/procedure fits into the Administrative Policies and Procedure Manual--whether an addition, replacement or revision, the policy/procedure number to use, and the appropriate formatting.
- (3) The Assistant to the President notifies the President's Staff of the policy/procedure development and the reason for it and then lists the proposed policy/procedure on the Policy Activity [webpage](#).
- (4) The policy/procedure initiator consults with subject matter experts affected by the policy/procedure and, when appropriate, NC State's peer organizations and other sources and then writes or revises the policy/procedure with this input.
- (5) The initiator sends a copy of the policy/procedure to subject matter experts, requests comments, and incorporates those into the draft document.
- (6) The initiator sends a completed draft to the Assistant to the President who consults with the President's Staff for arranging for any needed review by the college's General Counsel regarding legal and enforcement issues and provides the recommendations to the initiator.
- (7) The initiator incorporates any changes from the legal audit into the policy/procedure.

### (B) Review Phase

- (1) The initiator of the new or revised policy/procedure draft document sends it to the chairs of Faculty Caucus; Staff Caucus; Managers Advisory Council; and Diversity, Equity and Inclusion (DEI); and other groups for review as appropriate.
- (2) The chairs of the groups reviewing the policy/procedure draft notify the initiator of any requested changes within 30 days.
- (3) The initiator incorporates any changes and sends the revised draft to the President's Assistant for review by the President's Cabinet.
- (4) The President's Assistant makes any final formatting or editing changes needed and sends the revised draft to the President's Cabinet for review.
- (5) Members of the Cabinet review the policy/procedure with their staffs as necessary.

- (6) Members of the Cabinet discuss the policy/procedure at the scheduled Cabinet meeting. The President leads the Cabinet in determining whether the policy/procedure should be accepted as is, accepted with revisions, rejected, or postponed.
- (7) If not accepted, the President's Assistant sends the policy/procedure back to the initiator with comments.

(C) Implementation Phase

- (1) If accepted with or without revisions, the President's Assistant incorporates the policy/procedure into the Administrative Policies and Procedure Manual and updates the policy activity page.
- (2) The President's Assistant notifies representative groups (Faculty/Staff Caucuses, Managers Advisory Council, DEI, and Vice Presidents) that the policy has been accepted.
- (3) The Human Resources Director notifies all employees of any policies affecting employees.
- (4) The President's Assistant initiates a review of policies and procedures by departments and individuals named as responsible for maintenance.

Effective: May 28, 2019

Next Review: May 1, 2024

Review Dates: 5/28/19