

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 1035P POLICY DEVELOPMENT PROCEDURE

1. Series Managers are appointed by the President's Cabinet and are responsible for each policy and procedure within their series. Series Managers may appoint an ad hoc committee to review existing and/or develop new policies for their series. Notes or minutes from committee meetings must be maintained by the Series Manager.
2. Series Managers are responsible for submitting proposed policies and procedures to the President's Assistant (in Word format) to be distributed to the President's Cabinet for review at the appropriate meeting. The Cabinet may choose to have the policy reviewed and revised at more than one meeting if deemed necessary.
3. Series Managers will make recommended changes by the Cabinet and forward the revised version to the President's Assistant (or Vice President's Assistant for academic policies only) who will post the proposed policy/procedure to the Employee Virtual Office. Employees are given the opportunity to review and submit comments to the designated Series Manager within 10 days of posting.
4. Series Managers will collect feedback from employees on the proposed policies and make additional changes if deemed appropriate.
5. The President's Assistant is responsible for submitting proposed policies to the Shared Governance Council (SGC) and the Vice President's Assistant is responsible for submitting proposed policies to the Academic Affairs and Standards Council (AASC) for first and second readings. The AASC will review academic policies and the SGC will review all other policies.
6. Following first and second readings of the appropriate Councils, the designated assistant must submit the proposed policy/procedure to the President for final approval. (At any time during this review process, if significant changes are made since the Cabinet's review, it may need to return to the President's Cabinet for another review before the final adoption.)
7. The designated assistant will post the adopted policy/procedure on the college website within one week of final approval.
8. Changes requested to adopted policies must be forwarded to the Series Managers who will review changes with their committee if necessary. If changes warrant further review by the Cabinet, SGC, or AASC, steps 2-7 will be followed. If no further review is needed, the revised policy/procedure will be considered approved and is posted on the website. Minor changes in language clarification, grammar, punctuation, position title changes, or other changes that do not affect the intent of the policy/procedure will not be subject to formal review by Cabinet,

Shared Governance or Academic Affairs, and will be effective upon posting.  
When in question, the President may determine whether any other formal review for revised policies/procedures is warranted.

9. Policies and procedures shall be effective at the beginning of the fall term of each year unless otherwise specified.

Date of Adoption: 11/10/05

Date of Implementation 11/10/05

Date & Subject of Revisions: 10/26/09; steps modified to reflect actual practice