NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

1035P POLICY DEVELOPMENT PROCEDURE

1. Series Managers are appointed by the President's Council 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 Council for review at the appropriate meeting. The Council 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 Council and forward the revised version to the President's Assistant who will post the proposed policy/procedure to the Employee Central. 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 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. The President's assistant will post the adopted policy/procedure on the college website prior to the term they become effective. (At any time during this review process, if significant changes are made since the President's Council reviews, it may need to return to the President's Council for another review before the final adoption.)

7. 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 Council, SGC, or AASC, steps 2-6 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 the President's Council, 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.

8. 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
                             10/01/15, revised responsible person(s), changed Cabinet to
                             President's Council
Reviewed: 7/1/16
Date & Subject of Revisions: 07/01/2017; steps modified to reflect actual practice
Reviewed: 8/7/18