



Policy Development and Review

1. PURPOSE

This policy establishes responsibilities and guidelines for the development, approval, and periodic review of college policies at Northern Pennsylvania Regional College (“NPRC” or “the College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all College divisions, departments, Board of Trustees, and employees.

3. REFERENCES

- 3.1 INDX-1310-01: Master Policy Index
- 3.2 CLDR-1310: Policy Review Schedule
- 3.3 INDX-1310-02: Document Naming Key
- 3.4 PROC-1310-01: Policy Development and Review
- 3.5 PROC-1310-02: Procedure Development and Review
- 3.6 FORM-1310-01: Policy and Procedure Development SOP
- 3.7 GOVN-1310: Definition Index
- 3.8 INDX-1110-02: Document Naming Key
- 3.9 TEMP-1310-01: Policy Development Template
- 3.10 TEMP-1310-02: Procedure Development Template
- 3.11 TEMP-1310-03: Memorandum Development Template
- 3.12 REFR-1310-01: Policy Writing Checklist
- 3.13 NPRC-1005: Shared Governance Policy

4. DEFINITIONS

- 4.1 A College Policy is a formally approved guiding or governing principle(s) regarding the conduct of college affairs.
- 4.2 An Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff or faculty.

- 4.3 Board of Trustees shall mean the Board of Trustees of the Northern Pennsylvania Regional College
- 4.4 A Procedure is a set of rules or specific actions that implement a college policy or other related processes within a division, department, committee, team, or similar entity.
- 4.5 A Policy Memorandum is a practical document that provides guidelines, expectations, and recommendations for practice related to a specific situation, topic or issue, and is meant to establish temporary measures set forth in absence of formal policy.
- 4.6 Supporting documents are documents related to the administration for carrying out a policy or procedure. Examples may include PROC, FORM, TEMP, etc.

5. POLICY

- 5.1 The College establishes applicable policies to guide and govern institutional operations and to establish College-wide standards and expectations.
- 5.2 Policies may be proposed and developed by any employee or Board of Trustee of the College.
- 5.3 Policies will be developed, revised, and approved in alignment with PROC-1310-01: Policy Development and Review Procedures to promote a collaborative and transparent process consistent with NPRC-1005: Shared Governance Policy.
- 5.4 At the time of policy development, any related procedures and supporting documents, if applicable, should be identified and drafted as practicable in alignment with PROC-1310-02: Procedure Development and Review.
- 5.5 All college policies must be formally approved by the Board of Trustees before being placed into effect.
- 5.6 College policies must contain the following in alignment with TEMP-1310-01: Policy Development Template.:
 - 5.6.1 A heading to include the policy name and number, date of origination, approval date, effective date, date of most recent review, and date of last update,
 - 5.6.1.1 The date of origination identifies the day the new policy draft is initiated.
 - 5.6.1.2 The approval date identifies the day in which it is approved and documented by the meeting minutes of the Board of Trustees.
 - 5.6.1.3 The effective date is, by default, the day in which the policy is approved and documented by the meeting minutes of the Board of Trustees' and signed by the Chairperson of the Board of Trustees, unless a date is otherwise identified at the time of approval.

5.6.1.4 The date of review is identified as the day in which the policy goes into revision.

5.6.1.5 The date of last update is identified as the day in which the final edits were made prior to the policy's approval.

5.6.2 A purpose,

5.6.3 Scope and applicability,

5.6.4 Internal and/or external references associated with the policy,

5.6.5 Policy statements outlining the respective guidelines and requirements,

5.6.6 Responsibilities for internal constituents and timelines related to the implementation of the respective policy,

5.6.7 A review statement,

5.6.8 Applicable signatures, and

5.6.9 Revision notes.

5.7 If, at any time, descriptors, such as but not limited to, position titles or department names as identified within policy are changed or discontinued within the College, the new position title that maintains or acquires the previous position's duties will be responsible for carrying out the respective duties identified within policy.

5.8 Policy numbers may change during the regular review process and may no longer match their referenced number within policy. When this occurs, updates will be identified in INDX-1310-01: Master Policy Index.

5.9 Once a policy is approved and signed by the President and the Chairperson of the Board of Trustees, it will be accessible on the College's intranet and in an Approved Policy binder for reference in the Office of the President.

5.9.1 Public policies identified by the President's Council will be uploaded to the website by the next Board of Trustees meeting following policy approval.

5.10 The President, or designee, has the authority to accept and approve proposed minor revisions of existing college policy. College policy revisions approved through this means should be noted in the meeting minutes of President's Council.

5.10.1 Minor revisions are limited to changes in definitions, policy numbers, references, or responsibilities based on revised job descriptions.

5.10.2 At the President Council's discretion, they may refer the proposed minor revision to the applicable committee of the Board of Trustees for consideration and approval.

5.11 The Policy Logistics Committee has authority to make minor non-substantive corrections to existing college policies. Non-substantive corrections include spelling or grammar errors or updates to formatting only.

- 5.12 All existing college policies will be formally reviewed, at minimum, every five (5) years, with the exception of policies related to federal Title IV aid compliance, which are reviewed annually.
- 5.13 College policies created and approved prior to the approval or revision of this policy and its corresponding procedure and supporting documents will be amended to comply with these requirements as part of the regular policy review and revision process.
- 5.14 If action needs to be taken by the College that is not currently addressed by existing policy, the President has the authority to enact a temporary measure of Memorandum to address the need at hand.
- 5.14.1 A measure of Memorandum is valid for up to six (6) months and will be rescinded upon approval of the applicable governing policy.
- 5.14.2 A one-time six-month extension for a measure of Memorandum is permissible in circumstances preventing the approval of an appropriate policy by the Board of Trustees.
- 5.14.3 TEMP-1310-03: Memorandum Development Template will be used in cases of a Memorandum.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The President is responsible for the oversight and implementation of this policy.
- 6.2 The Board of Trustees is responsible for consideration and approval of any new or substantial modifications of existing college policies.
- 6.3 The President's Council determines policies made public on the website.
- 6.4 The Director of Marketing and Public Relations, or designee, is responsible for uploading all approved policies to the College's intranet and all public policies to the website.
- 6.5 The Office of the President is responsible for maintaining the Approved Policy binder.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1310: Policy Review Schedule.

8. SIGNATURES

Signature on file

Chairperson, Board of Trustees

Date

Signature on file

President

Date

Revision Notes: Policy in Revision