



## Policy Development and Review

### 1. PURPOSE

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

### 2. APPLICABILITY

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

### 3. ASSOCIATED POLICIES AND DOCUMENTS

- 3.1 INDX-1310-01: Master Policy Index
- 3.2 CLDR-1310: Policy Review Schedule
- 3.3 NPRC-1005: Shared Governance
- 3.4 NPRC-1310: Policy Development and Review
- 3.5 INDX-1310-02: Document Naming Key
- 3.6 FORM-1310-01: Policy and Procedure Development SOP
- 3.7 TEMP-1310-01: Policy Development Template

### 4. DEFINITIONS

- 4.1 Not applicable

### 5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

- 5.1 A policy proposed by an individual and not assigned by their supervisor will follow the same approval process identified in NPRC-1310: Policy Development and Review.
- 5.2 Primary responsibility for the development or review of a policy is determined by the President or proposing President’s Council member and is assigned to an employee within their area of supervision or designated divisional vice president.
  - 5.2.1 If an individual proposes a policy, primary responsibility for development is theirs and an assigned President’s Council member will be designated by the President.

- 5.3 Once primary responsibility is assigned, FORM-1310-01: Policy and Procedure SOP will be submitted to the Chair of the Policy Logistics Committee (PLC) to initiate policy origination or revision.
  - 5.3.1 The Chair has five (5) business days to process this request.
- 5.4 The timeline for policy completion will be established between the assigned employee and the established supervisor and will take policy development, revision, approvals, and meeting schedules of President's Council and the Board of Trustees into consideration.
- 5.5 Each step of the writing or revision process should be documented in the FORM-1310-01: Policy and Procedure Development SOP
- 5.6 The policy will be written or revised in accordance with TEMP-1310-01: Policy Development Template. Policies will have the respective file name: NPRC-XXXX-PolicyNameNoSpacesEachWordCapitalized-YYYY-MM-DD-draft
- 5.7 During a policy's initial development or review, collaboration and feedback should be solicited through peer review and in alignment with NPRC-1005: Shared Governance. Following peer review, the appropriate divisional council will review and document approval via meeting minutes.
  - 5.7.1 Approval dates should then be transferred to the appropriate step in FORM-1310-01: Policy and Procedure Development SOP.
- 5.8 After vetting and approval by the appropriate divisional council, the proposed draft may be submitted by the divisional administrative assistant, or other designee, to the executive assistant to the President for review by President's Council.
- 5.9 President's Council will have a minimum of two meetings, but no more than four meetings, as practicable, to review the submitted draft and provide any revisions deemed necessary.
- 5.10 After the President's Council recommendations for revision are addressed and incorporated as applicable, the corresponding draft is then submitted to the executive assistant to the President, or designated member of PLC by the supervising President's Council member, or designee, for distribution to the entire college for comment and review.
  - 5.10.1 The all-college review will provide employees with five (5) business days to review the distributed draft and provide comments or recommendations for change.
- 5.11 President's Council will review any feedback received from the all-college review and approved recommendations will be incorporated.
- 5.12 President's Council will have a minimum of two meetings, but no more than four, as practicable, to incorporate approved changes. During this time, President's Council has the authority to take one of three actions:

- 5.12.1 Approve the proposed policy to move through the remainder of the review process;
- 5.12.2 Recommend the proposed policy be reviewed by additional internal teams, committees, or councils; or
- 5.12.3 Deny the continued development of the policy.
- 5.13 After final President's Council approval, the supervising President's Council member, or designee, will submit the drafted or revised policy to the Policy Logistics team for final spelling/grammar proofing and formatting if necessary. Final proofing will be completed by PLC as soon as practicable.
- 5.14 Once final proofing is completed, the executive assistant to the President will submit the approved policy to the applicable Board of Trustees governance committee for review, revision, and approval.
- 5.15 The respective governance committee(s) will be provided the policy five (5) business days prior to their committee meeting to review.
- 5.16 Policies, individually or by sub-sets where applicable, within the identified series are reviewed by the Board of Trustees governance committee(s) determined by the President's Council to be most appropriate.
  - 5.16.1 1000 series: Ad Hoc Policy Development, Academic Affairs, or Executive
  - 5.16.2 2000 series: Ad Hoc Policy Development or Academic Affairs
  - 5.16.3 3000 series: Academic Affairs
  - 5.16.4 4000 series: Ad Hoc Policy Development
  - 5.16.5 5000 series: Ad Hoc Policy Development
  - 5.16.6 6000 series: Finance and Audit
  - 5.16.7 7000 series: College Advancement or Ad Hoc Policy Development
  - 5.16.8 8000 series: Academic Affairs or Finance and Audit
  - 5.16.9 9000 series: Ad Hoc Policy Development or Academic Affairs
- 5.17 The President's Council member, or designee, will determine the most appropriate means to collaborate with the corresponding governance committee(s).
  - 5.17.1 All correspondence, recommendations, revisions, and approvals for governing committee collaboration must be documented and maintained by the President's Council member or designee.
- 5.18 After recommendations from the respective governance committee(s) are addressed and/or incorporated, the final draft, as approved by the appropriate Board of Trustees committee, will be submitted by the executive assistant to the President as an item for consideration by the Board of Trustees at the next regular meeting.

- 5.19 The executive assistant to the President will make the final draft for consideration of the Board of Trustees available in PDF format to the institution no later than five (5) business days following receipt and no fewer than five (5) business days prior to the date scheduled for consideration by the Board of Trustees.
- 5.20 Upon review, revision, and approval by the Board of Trustees, the policy is signed by the Board of Trustees and President and implemented per the effective date.
- 5.21 The approved policy will be shared with all staff and a signed electronic version will be placed on the College’s intranet and in the Board of Trustee’s electronic meeting management system prior to the next scheduled board meeting. The physically signed version will be filed in the Approved Policy binder kept in the Office of the President.

**6. REVIEW STATEMENT**

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1310: Policy Review Schedule.

**7. APPROVAL**

Name	Title	Date
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Revision Notes: Procedure in Revision