

Policy and Procedure

Policy Number: 100 REV 6

Date: 7/14/98

Revision Date: 7/14/2000 Second Revision Date: 09/13/2004 Third Revision Date: 1/9/2006
Fourth Revision Date: 6/5/07 Fifth Revision Date 2/3/10 Sixth Revision Date: 3/1/10

Division/Department: Administration

Author(s): Musgrove Revision: Alison Holland

Subject: Policy Development, Review and Approval

Authorities:

Purpose: For effective communications and the orderly regulation of operations, Pine Technical College establishes structure for the development, review and approval of all policies. These policies will guide the operations of all aspects of the college. In addition, it is the intent of the College that all employees share in the development of its operating policies and that these policies be widely and effectively communicated to its personnel and students.

Policy: Important areas of college operations will be governed by clear, collaboratively-developed policies and procedures. Such policy statements will follow a logical development process, with opportunities for comment and input afforded to affected campus groups, including faculty, staff and students. The process will culminate in approval by the President and by communication to the college community through a number of channels.

Responsibility for policy development will be delegated to those with expertise in the appropriate area.

These policies will be organized in a logical and understandable format in a manual and/or electronically, and this manual will be accessible to all personnel.

Procedure:

1. All policies will follow a common format as established in the form attached to this policy.
2. Policies will be numbered according to the following system:

100-199 General Administration

200-299 Academic Affairs

300-399 Student Affairs

400-499 Fiscal Affairs

500-599 Personnel

600-699 Physical Plant
700-799 Information Systems
800-899 Employment and Training

3. Policy development for the different areas will be managed according to the following chart:

100-199 Campus Roundtable members or designees
200-299 Dean of Academic Affairs & Faculty Shared Governance President or designees
300-399 Dean of Student Affairs or designee
400-499 Business Office Manager or designee
500-599 Human Resources Manager or designee
600-699 Dean of Academic Affairs, President or designee
700-799 Chief Information Officer or designee
800-899 Employment and Training Manager or designee

4. Policy development may be initiated by the manager or group assigned to the area affected, by the Campus Roundtable, or by the Faculty Shared Governance.

5. Other employees or groups may request that a policy be developed in an area of perceived need by submitting a written request to the Campus Roundtable, the Faculty Shared Governance or to the manager assigned to that area.

6. Policy development will proceed according to the following sequence:

- a. A policy is requested by a manager, employee or group.
- b. The policy is assigned to the appropriate author(s) according to the chart above.
- c. A draft is prepared with input from a committee or other personnel with expertise.
- d. Policies affecting the general administration of the college will be reviewed by the Campus Roundtable. Input from those groups will be incorporated into the policy.
- e. Policies affecting instruction, instructional administration, curriculum, programs, courses and other areas of teaching and learning will be reviewed by Faculty Shared Governance (FSG). Input from FSG will be incorporated into the policy. These policies will also be reviewed by Student Affairs personnel to determine their impact on operations of that division. Input from Student Affairs will be incorporated into the policy.
- f. Policies affecting students and Student Affairs will be reviewed by Student Affairs personnel. Input from that division will be incorporated into the policy. These policies will also be reviewed by the Faculty Shared Governance and the Dean of Academic Affairs to determine their impact on instructional affairs. Input will be incorporated into the policy.
- g. Policies affecting fiscal affairs or personnel will be developed and/or reviewed by the appropriate manager.
- h. Any other policies determined to have an impact on instruction will be reviewed by the Faculty Shared Governance and the Dean of Academic Affairs.

- i. Other groups, such as AFSCME and MAPE, may be asked to review and provide input on policies by the Campus Roundtable, a manager or the Faculty Shared Governance.
- j. Once reviewed and input has been provided by the groups assigned above, the author or committee will prepare a final draft for presentation to the Campus Roundtable.
- k. Final approval will be by majority vote of the Campus Roundtable as signified by the signature of the President.
- l. Policies may be retired upon approval from Campus Roundtable. The term 'retired (date)' will be appended to the policy number. The policy will remain on record.

7. The official copy of the final policy will be forwarded by e-mail to the President's office. The official copy will be maintained in the President's office.

8. A read-only formatted electronic copy will be stored on the shared drive (S:\) for the managers or designees use for revisions.

9. The President's Office will forward by email copies of approved policies to be placed on the campus Web page.

10. When policies are written, an anticipated review date should be specified. If the policy does not indicate a review date, it will only be reviewed when necessary, to accommodate changes in Federal or State laws or MnSCU regulations. Campus Roundtable has the authority to approve revisions without further approval. Revisions must follow the same sequence and process as a first draft (see above). All final drafts are to be retained.

11. If it is determined prior to that anniversary that a revision is needed, that may be assigned to the appropriate group and manager as identified above.

12. Revised policies will be dated according to the date of the approval of their revision. The letters 'REV' and the number of the revision will be added to the number of the policy to indicate that it is a revised policy.

Responsibilities:

1. It is the responsibility of the President to insure an orderly and expeditious process for policy development.
2. Responsibility for policy development is as indicated in the procedure section above.

Dissemination: New policies and policy revisions will be referenced in Campus Roundtable Meeting Summary. If a policy was added or revised at the meeting, the subject heading will read "Campus Roundtable Meeting Summary: POLICY ALERT". Changes made will be detailed in



Pine Technical College

the meeting summary. Full text policies will be available at S:\Policies immediately, and on the campus Web page as soon as practical.

Reviewed by Executive Cabinet: 8/3/98

Reviewed by Faculty Senate: 9/2/98

Reviewed by Date:

Approved: Robert L. Musgrove, President 8/3/98

Fourth Revision:

Reviewed by Leadership Team: 06/11/07

Reviewed by Faculty Shared Governance: N/A

Approved: Robert L. Musgrove, President

Fifth Revision:

Reviewed by Campus Roundtable: 2/8/2010

Sixth Revision:

Reviewed by Campus Roundtable: 3/8/2010

Signature: _____

Date: 3/8/2010



800.521.7463/
320.629.5100



www.pinetech.edu



900 Fourth Street SE
Pine City, MN 55063



A MEMBER OF THE
MINNESOTA STATE COLLEGES
AND UNIVERSITIES SYSTEM