



Policy Development and Review Procedure

Last Revision Date: 2/16/2026

Related Policy: Policy on Policy Development and Review

Responsible Official: President

Review and Revision Procedures

1. Policy Format
 - a. Header with approval and revision dates, policy title, responsible official
 - b. Purpose
 - c. Scope
 - d. Policy Statement
2. Procedure Format
 - a. Header with title, number, responsible official
 - b. Specific procedures (actions to be taken), any relevant forms or links
3. Procedures to Revise or Write New Policy
 - a. Any individual employed with the College may propose a new policy or propose revisions to an existing policy. All requests for policy development or review should be submitted using the Policy Request Form.
 - b. Policy Requests will be routed to the Office of the President, which will assign the policy under consideration to the responsible executive leader(s).
 - c. The executive leader(s) will meet with the requestor and the subject matter expert(s) to review Policy Requests and determine whether the request should move forward for further consideration and development.
 - d. The responsible executive leader(s) will present Policy Request recommendations to the President's Council to assess potential impacts to College operations and other existing policies.

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- e. The responsible executive leader(s) shall consult with subject matter expert(s) and may delegate to them or College Committees, Councils, or Task Forces, or other personnel to revise an existing policy or develop a draft of a new policy.
- f. The policy draft will be provided to the President's Council for review and revision.
- g. The President's Office will make the policy draft available to the entire College for review and comment. The minimum comment period for new policies will be 25 College business days, to provide adequate opportunity for any College Committees to convene and discuss proposed policies. The comment period may be extended to accommodate College holidays and breaks. The comment period will not take place during the months of June, July, August, or December. If a policy must be revised during this period, the Expedited Review Process will be followed.
- h. Following the comment period, the responsible executive leader(s) and their designee(s) will review comments and revise the policy, if needed. A response will be provided to acknowledge all feedback.
- i. The final draft of the policy will be provided to the President's Council, who will make a recommendation to the President regarding approval.
- j. The President will make a final determination about whether to approve the policy.

4. Expedited Review
 - a. In some circumstances, policies or procedures must be created or modified to meet the requirements of a governing entity. There are times when these requirements must be met on a timeline that is shorter than the standard review process allows. In these cases, the President may initiate an expedited review process.
 - b. The President will draft a memorandum documenting the rationale for the expedited review, the constituents engaged thus far, and an effective date for the policy and procedure. The President will distribute the memorandum and a copy of the policy and procedure to the campus community.
 - c. Policies and procedures created, revised, or repealed under the expedited process will subsequently go through the normal review process described

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in Section 3 of this document to ensure that the College honors the spirit of transparency, participation, and valuing the expertise of College talent.

5. Storage, Retrieval, and Review

- a. Once approved by the President, all policies will be stored in a central location that is accessible to the College community.
- b. Policies shall be reviewed every three to five years or sooner if a policy revision is required to maintain compliance with a governing entity.
- c. The President will charge the responsible executive leader with policy revisions as needed, and the responsible executive leader will execute that review according to the procedures outlined in Section 3 of this document.

6. Procedures to Repeal a Policy

- a. Any individual employed with the College may propose that an existing policy be repealed. All requests for policy repeal should be submitted using the Policy Request Form.
- b. Requests to repeal a policy will be evaluated by the responsible executive leader(s), with advice from the subject matter expert(s), to determine the merits of the recommendation.
- c. If appropriate, the responsible executive leader(s) will submit the recommendation to repeal to the President's Council.
- d. The President will evaluate the impact of the repeal on College operations, mission, and culture.
- e. If the President determines the policy should be repealed, the President will compose a memorandum explaining the repeal and its justification and disseminate the memorandum to the College community.