Policy and Procedure Development

to circumstances requiring a specific revision. During emergencies and adverse conditions, modifications may also be made in accordance with the [Presidential Authority During Emergencies and Adverse Conditions policy](#). Additionally, policies and procedures may be suspended or retired should circumstances warrant such action; the decision to suspend or retire a policy or procedure will be made by the Compliance Coordinator, in consultation with the President or their designee.

In certain circumstances (e.g., state or federal mandates), proposals may be exempt from the standard development and review process. The College will be notified for informational purposes only.

Codified policies and procedures are available via the [policy and procedure manual](#). The manual is divided into the following four sections, each corresponding to a specific segment/area of the College:

> Section 1: Students/Academics
> Section 2: Facilities
> Section 3: Personnel
> Section 4: The College/Public

To avoid confusion, we seek to reserve
Codified policies and procedures are published in the policy and procedure manual. Division/department operations, steps, practices, and guidelines do not rise to the level of a policy or procedure as defined here if they are not codified. Division/department actions may be developed by specific individuals or offices and are not governed by the process detailed in this document.

The guidance provided here is not intended to be exhaustive and does not address every eventuality.

Contact Information

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Policy and Procedure Development FAQs

Who may propose/sponsor a policy or procedure?
Any Durham Tech employee, full- or part-time and from any area of the College, may propose a new policy or

Policy and Procedure Development Process   Policy Workflow

This workflow applies to new policies or revisions to the policy statement of existing policies.

A policy proposal may originate from any area of the College. The proposal should impact a broad group such as all students, all faculty, all staff, or all employees (not a single division or department).

Please Note: Proposals will be subject to an expedited review and approval process if urgent adoption is necessary to prevent potential harm to the College community, potential legal liability to the College, and/or immediate noncompliance with federal, state, or local entities.

The following steps comprise the policy development workflow:

1. The   should contact Compliance Coordinator and Executive Assistant to initiate the development or revision process and request the policy development template. This first step may include a meeting to ensure there is an understanding of the subsequent steps.
2. The sponsor will take the proposed policy to the appropriate group(s) (e.g., key stakeholders, councils, committees, work groups, Faculty Association, Staff Association). The sponsor should notify the Compliance Coordinator and Executive Assistant of meeting and review dates for recordkeeping purposes. Sponsors are also encouraged to notify the department or area that serves or will serve as the

3. After the initial development and review process, the sponsor will return the proposal draft to the policy and Compliance Coordinator and Executive Assistant at least ten (10) working days prior to the next Policies and Procedures Council meeting.
4. *The Compliance Coordinator and Executive Assistant will submit the proposal to the Policies and Procedures Council Chair for consideration.*

    Policy proposals that have not been vetted by the Compliance Coordinator will not move forward to Policies and Procedures Council; the Chair will only accept submissions from the Compliance Coordinator (or their designee).
5. If the Policies and Procedures Council endorses the proposal, the proposal will enter a ten-working day College-wide review period. If the proposal is not recommended for review, the Policies and Procedures Council Chair or Executive Assistant will return it to the sponsor with an explanation.
6. To commence the College-wide review process, the Executive Assistant will send a College-wide email to announce the review period and request employee feedback.
7. The Executive Assistant will collect and compile all comments/questions and forward them to the policy sponsor at the end of the review period.
8. The sponsor will follow up with those who submitted feedback, make all necessary modifications, and consult appropriate College personnel to ensure the proposal is sound and in good standing. The sponsor will send the revised proposal to the Compliance Coordinator and Executive Assistant at least ten (10) working days prior to the next Policies and Procedures Council meeting.
9. The Executive Assistant will send the revision to the Policies and Procedures Council Chair for a second Policies and Procedures Council review.
10. If the Policies and Procedures Council approves the proposal, the Compliance Coordinator and Executive Assistant will send a presentation copy forward for legal review (if necessary) and Board of Trustees review. If the policy is not approved, the Policies and Procedures Council Chair will return it to the sponsor with an explanation.
11. The Executive Committee of the Board of Trustees will review the proposal before moving forward for consideration by the full Board. Upon the Board of Trustees' approval, the policy will be effective as of the Board meeting date, unless otherwise indicated. The Compliance Coordinator and Executive Assistant will notify the College and arrange for   to the policy and procedure manual.

Policy and Procedure Development Process   Procedure Workflow

This workflow applies to new procedures or revisions to the procedure supporting an existing policy.

A procedure proposal may originate from any area of the College. The proposal should impact a broad group such as all students, all faculty, all staff, or all employees (not a single division or department).

Please Note: Proposals will be subject to an expedited review and approval process if urgent adoption is necessary to prevent potential harm to the College community, potential legal liability to the College, and/or immediate noncompliance with federal, state, or local entities.

The following steps comprise the procedure development workflow:

1. The   the Compliance Coordinator and Executive Assistant, to initiate
   the development ormVDelj&