

THE FORMULATION AND ISSUANCE OF COLLEGE ADMINISTRATIVE POLICIES

I. Policy Section

4.0 Formulation of Policies

II. Policy Subsection

4.1 Formulation and Issuance of College Administrative Policies

III. Date of most recent changes

December 10, 2001

IV. Policy Statement

The Grand Rapids Community College Community should have access to well-articulated and understandable College Administrative Policies and related procedures. People who are responsible for writing; updating and distributing college policies must comply with the conditions, standards and procedures outlined in this document.

V. Reason for the Policy

The College wishes to ensure that all official College Administrative Policies are formally approved, printed in a consistent format and maintained centrally in a College Policy Library. They must be kept current and distributed to all relevant operating units in a timely manner in order to assure compliance with policy objectives and to establish the accountability of operating units and individuals affected by each policy. This document defines what a College policy is, explains the standardized policy format, outlines the steps for formulating, approving, issuing and amending policies and procedures, describes the roles of the Policy Advisory Group and establishes the College Policy Library.

VI. Entities Affected by This Policy

N/A

VII. Who Should Read This Policy

- Vice Presidents, Deans and Department Heads
- College Administrators
- College Financial Services Staff
- Individuals Considering Issuing or Revising a College Policy

VIII. Related Documents

- Flow chart on the formulation and issuance of College Policies

IX. Contacts

Direct any general questions about the Policy on the Formulation and Issuance of College Policies to your department's administrator. If you have questions about specific issues, call the office of the Executive Vice President for Business and Financial Services at 234-4033 or the Executive Assistant to the President at 234-3904.

X. Definitions: See Procedures

XI. Procedures

Definitions:

What is a College Administrative Policy? A College administrative policy is defined by all of the following standards:

- Policies will be consistent with the college culture
- Policy language will be clear and understandable
- Policies will be enforceable with clear consequences
- Training, where needed, will be provided
- Policies will not conflict with each other
- Policies will not conflict with labor agreements
- Administrative policies will not conflict with Board of Trustees Policies
- Policies will be consistent with the College mission, vision and values
- Policies will encourage desired outcomes
- Policies will be continually updated
- Policies will reduce institutional risk

POLICY VERSUS OPERATING PROCEDURES:

The prescribed format of a policy contains two sections, the "Policy Statement" and the "Reason for Policy." Operating procedures (or procedures) are the means....sometimes simple, sometimes complex....by which College employees are to carry out a particular policy.

For those who merely need to know the College's policy on a given question, the "Policy Statement" and the "Reason for Policy" on the first page of each document can easily be excerpted. However, official repositories of college policies will also include the

procedures. The reason for this is to provide employees with clear and consistent means for realizing policy aims. See the flow chart in the Related Document Section.

POLICY ADVISORY GROUP

Director of Library Services
Assistant Provost & Dean of School of Workforce Development
Provost & Vice President of Academic Affairs
Executive Assistant to the President
Executive Vice President for Business and Financial Services

The initial charge of the Policy Advisory Group is to develop and implement an effective policy on the formulation and issuance of College administrative policies, and to develop a cataloguing process.

The ongoing function of the Policy Advisory Group and the overall process of developing and issuing College administrative policies and procedures is outlined in the Flow chart in the “Related Documents” section of this document. The Policy Advisory Group will work with the office responsible for each policy, review all policies and procedures arising from editorial groups, and recommend those policies and procedures to the responsible Vice President.

The Policy Advisory Group is appointed and chaired by the Executive Vice President for Business and Financial Services and is made up of individuals from a broad section of central, college, and departmental administrative units.

STANDARD FORMAT FOR POLICIES

To ensure a consistent format for policy documents, a standard format template was created. Use of this standard format template facilitates the adoption of clear, concise policies and procedures at all levels of College organization. The template comes in two forms: a long-form policy format (seven pages or more), and a short-form policy format (one to six pages). The first page of each policy carries the official indicia of the university.

Please refer to the Guide for Writing Policies and Procedures for a detailed explanation of the standard format template and guidelines for its use.

The 14 sections which comprise the format for the long-form policy and procedures are as follows: (1) Policy Statement, (2) Reason for Policy, (3) Who Should Read This Policy, (4) Related Documents, (5) Contacts, (6) Contents, (7) Definitions, (8) Procedures, (9) special Situations, (10) Responsibilities, (11) Forms, (12) Appendix, (13) Rates, (14) Index.

The short-form policy does not have extensive procedures, definitions, or forms and does not require all 14 sections included in the long-form policy. However, at a minimum, a short-form policy should include the following sections: (1) Policy Statement, (2) Reason for Policy, (3) Who Should Read This Policy, (4) Related Documents, (5) contacts. Additional sections from the template may be used as needed.

FORMULATING AND APPROVING A POLICY

Please refer to the Flow Chart in the “Related Documents” Section of this document.

The need for new College policies and procedures may arise anywhere, but every policy must fall within the jurisdiction of the Executive Vice President for Business and Financial Services. The responsible Vice President will take charge of contacting the Executive Vice President for Business and Financial Services/Policy Advisory Group to begin the formulation process.

The Vice President will designate a responsible office which is listed in the header of the written policy document. The responsible office will generally be the office which develops and administers the policy and procedures, and will be accountable for the accurate formulation, issuance, and timely updating of the document.

Under the direction of the responsible Vice President, an individual from the responsible office who wishes to write a new policy must:

1. Draft a Policy Statement and the Reason for Policy for review and preliminary approval from the President/Vice Presidents.
2. Obtain guidance as to appropriate review processes, including input from groups such as the Executive Council, Academic Learning Team, etc.
3. Work with the Policy Advisory Group to establish a small editorial group to formulate the entire document using the standard format template. (optional)

The purpose of the small editorial group is to assure that each policy, along with its procedures, is clearly written using the standard format, is easily understandable to all who must comply with it, and is practical and applicable. The editorial group should consist of individuals from representative units throughout the College who can provide a broad perspective on the content and application of the policy.

Caution: The responsible office should arrange for the appropriate deans and senior administrators to review the policy at this state. It is recommended that the draft policy be circulated with a cover page for signature by those who review the policy.

When the editorial group has finished its work on a particular policy and procedures, the draft policy is distributed to members of the Policy Advisory Group for review and recommendation to the responsible Vice President. The Vice President secures the approval of the President/Vice Presidents prior to issuance to the campus community.

DISTRIBUTING AN INTERIM POLICY

Responsible Vice Presidents are empowered to distribute interim policy pronouncements in situations where a College policy must be established in a time period too short to permit the completion of the process delineated in this policy. Such interim policy pronouncements may remain in force up to six months from the date of issuance.

Caution: Interim policies need not be issued in the standard template format which is used for College policies approved by the President/Vice Presidents and must be clearly marked, with an expiration date, as temporary.

ISSUING A POLICY

Policies and procedures approved by the President/Vice Presidents will be printed with the official indicia of the College.

The Executive Vice President for Business and Financial Services will distribute the official College policy and procedures to specific offices as he/she deems appropriate. However, College policy will affect a broad segment of the College community and it is important that the existence of all policies and procedures be communicated to a wide audience.

The Policy Advisory Group will make a broad College announcement of the availability of the policy and procedures at the central repository locations. The announcement will include a brief explanation of the policy, the responsible office, and how to obtain a copy. The announcement will receive wide distribution.

The central repositories will include:

- Office of the Executive Vice President for Business and Financial Services
- GRCC Library Reference Department
- S:Drive

AMENDING A POLICY

From time to time, policies and procedures will need to be amended or updated. The responsible office is charged with keeping a policy up to date. Policies should be periodically reviewed and the need for amendment assessed. A detailed review should occur at least once every ten years.

1. When changes are necessary only in the “Rates” section of a College policy, the responsible office will make such changes and distribute the amended pages as appropriate, in a timely manner.

2. For all other changes to a College policy, the responsible office must contact the Executive Vice President for Business and Financial Services to determine whether the changes require the full formulation process.

RESPONSIBILITIES

The major responsibilities each party has in connection with the College Policy____, Formulation and Issuance of College Policies, are as follows:

You

Read and understand the Policy on the Formulation and Issuance of Policies.

President/Vice Presidents

Approve the final draft of the Policy Statement, in the context of the operating procedures.

Authorize distribution within the College community.

Policy Advisory Group

Work with the responsible office to formulate policies and procedures.

Review all policies arising from editorial groups, and recommends those policies to the responsible Vice President.

Make broad university announcement of the availability of the policy and procedures.

Ensure distribution of all office policies and procedures to central repositories and maintains the College Policy Library.

Responsible Vice President

Identify the need for College policy.

Draft Policy Statement and Reason for Policy with input from advisors and Executive Vice President for Business and Financial Services/Policy Advisory Group.

Obtain review by and preliminary approval of the President/Vice Presidents.

Designate a responsible office to administer the policy.

Review and approve final draft of policy and procedures and recommends issuance to President/Vice Presidents.

Print and distribute final version of policy to specific offices he/she deems appropriate.

Responsible Office

Appoint individual from responsible office to work with small editorial group to provide first draft of policy.