

Trenholm State Community College

Policy Name:	Procedure for Creation & Implementation of College Policies
Effective Date:	March 1, 2018
Revision Date:	
Board Policy Reference:	210.01
Approved by Policy Review Committee:	2/7/2018
Approved by President's Cabinet:	2/21/2018

The College adheres to the Alabama Community College System Board of Trustees (ACCS Board) policy 210.01: Policies, which reads:

1. The ACCS Board, upon recommendation of the Chancellor, shall develop policies for the governance of the Alabama Community College System.
2. The adoption of policy is the responsibility of the ACCS Board. Any violations of ACCS Board policies shall be brought to the immediate attention of the ACCS Board for its review and action.
3. The President of each institution shall be responsible for developing local policies governing the institution. Local policies must be in accord with established ACCS Board policies, Chancellor's regulations, federal and state statutes, and appropriate judicial directions. These local policies should be included in the appropriate institutional documents.
4. The staff of the Alabama Community College System shall assist in the development, review, and revision of policies for the governance of institutions under the jurisdiction of the ACCS Board.

Procedure for Creation and Implementation of College Policies:

1. The proposed policy is created as a Word document.
2. The proposed policy is presented in draft form via email to the respective departmental Vice President/Dean.
3. The draft policy is reviewed by the respective departmental Vice President/Dean then forwarded to the Policy Review Committee for review and/or modifications. If modifications are needed the Policy Review Committee Chair will notify the appropriate Vice President/Dean. Once modifications are made, the draft policy will be re-submitted to the Policy Review Committee Chair and reviewed again for approval.
4. The Policy Review Committee Chair will forward the draft policy to the President.
5. The President will include the draft policy on the next available President's Cabinet Agenda. The President's Cabinet will review the draft policy for approval and/or modifications. If modifications are needed they will be recorded in the Cabinet Minutes then re-submitted to the Policy Review Committee Chair who will in turn notify the appropriate Vice President/Dean that revisions are needed.
6. Upon approval of the proposed policy by the President's Cabinet (which will be recorded in the Cabinet Minutes) the policy is disseminated for implementation via email to all faculty and staff, sent to the Web Developer for posting to the College Intranet and sent to appropriate College officials for inclusion in College publications (i.e., College Catalog, Employee Handbook, etc.).