



Policy # HR 6.022

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## Policy on Policies

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Authority:	Executive Cabinet	Effective Date:	02/20/2020
		Last Revision:	02/23/2021

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### **PURPOSE:**

This policy establishes the process for development, approval, and distribution for all Fletcher Technical Community College policies and applies to all college departments, faculty, staff and students.

### **POLICY STATEMENT:**

This policy will ensure that the college has access to well-developed and understandable college policies. Policies that are easy to find, read and understand will:

1. Support the college's mission.
2. Achieve accountability by identifying the offices responsible for policies.
3. Provide faculty, staff and students with clear, concise guidelines.
4. Document how the college conducts business.

College policies will be:

1. Presented in a common format.
2. Formally approved by the authorized body.
3. Maintained centrally and accessible to all interested parties.
4. Kept current within the framework of an organized system of change control.

Individuals who are responsible for writing, updating college-wide policies must comply with this policy.

By following a uniform process for policy approval and distribution, the college enhances operational efficiency, reduces institutional risk, and facilitates compliance with applicable laws, rules and regulations.

### **Policies vs Procedures**

System wide policies are guiding principles that express the institutional culture, goals, and philosophy. Policies promote consistence and operational efficiency, enhance the College's mission and mitigate significant institutional risk. Policies allow for some discretion by guiding decision making and limiting or setting parameters or choices.

Because policies typically require extensive review and executive – level approval, we encourage policy writers to separate policies from procedures in college policy documents.

Procedures are step-by-step descriptions of the tasks required to support and carry out organizational policies. Procedures articulate the process for accomplishing controls. Procedures might also document a course of action accomplished in a defined order, ensuring the consistent and repetitive approach to accomplish control activities.

## **POLICY/PROCEDURE:**

### **I. Development:**

#### **A. Policy Format**

All policies should include the following and to ensure consistency, a standard policy template has been created. (Attachment A)

1. Policy Name
2. Policy Numbering System (1.001, 1.002)
  - a. Department Number to identify department
    - 1.000 Academic
    - 1.100 WorkReady U
    - 1.200 Effectiveness
    - 1.300 Institutional Research
    - 1.400 Library
    - 1.500 Records & Registration
    - 2.000 Student Services
    - 3.000 E-Learning
    - 4.000 Facilities
    - 5.000 Finance
    - 6.000 Human Resources
    - 7.000 Information Technology
    - 8.000 Career & Technical Education
    - 9.000 Institutional Advancement/Workforce
  - b. Policy Number to identify policy (001, 002, etc.)
3. Authority
4. Effective Date
5. Last Revision Date
6. Purpose
7. Policy Statement
8. Policy/Procedure
9. Reference
10. Distribution
11. Approval

#### **B. LCTCS Policy Compliance**

Policies shall be created for all LCTCS policies that require a college policy and the LCTCS policy shall be referenced.

### **II. Distribution**

All new and revised policies will be distributed to the college by email initially. All policies shall be posted on the website.

### **III. Approval**

All policies shall be approved by College Council and a majority of Executive Cabinet members (currently 6 required for majority). If there are fewer than six Executive Cabinet members present at College Council, then Executive Cabinet approval is required. Policies shall include all required approval dates. Where policies require additional reviewing council/entity approval, dates of approval shall be included.

- A. The responsible College Council member shall present the policy to College Council for approval.
- B. The responsible Executive Cabinet member shall present the policy to Executive Cabinet and additional reviewing council/entity approval if applicable.

### **IV. Review**

The responsible department shall review all department policies every three years to determine if any new policies, revisions to current policies, or deletions of policies are necessary. The department shall maintain a tracking system for all policies that includes effective dates, revision dates and review dates.

### **V. Archives**

The responsible department shall retain all old policies for reference.

### **ATTACHMENT:**

**DISTRIBUTION:** Electronically via College's email and website

### **APPROVAL:**

Reviewing Council/Entity	Approval Date
College Council	02/23/21
Executive Cabinet	02/23/21