

<b>Procedure:</b>	Policy on Policy and Procedure	<b>Procedure No.:</b>	GA2008.1
<b>Delegated Authority:</b>	College President	<b>Associated Policy Reference No.:</b>	GA2008
<b>Procedure Owner:</b>	College President	<b>Responsible Party:</b>	College President
<b>Approved:</b>	April 4, 2024		
<b>Revised:</b>	(DATE)		

## Purpose

The purpose of this procedure is to have a standardized process in the development, submission and approval of college policies and procedures.

## Statement of the Procedure

The procedure for the Policy on Policy and Procedures will define the process in which to develop and submit new, revised, or a comprehensive review for all college policies and procedures by key stakeholders and employees. This procedure includes associated templates and cover sheets which will further define and clarify the reason for the submission.

## Related Policies (by number)

GA2008 Policy on Policy and Procedures

## To Whom it Applies (title or department)

Entire Campus

## General Guidelines

The need for policies or procedures may be identified by one or multiple areas of the College. Review and feedback of policies/procedures should move through the appropriate department(s), and/or faculty and staff organizations, and/or governance committees. Legal review may be necessary.

1. A Policy/Procedure Change or New Submission Proposal & Review Cover Sheet, *or, in the case of a scheduled review;*
2. A Comprehensive Policy/Procedure Review Cover Sheet should be submitted
3. A standard template for all finalized policies and/or procedures must be utilized.
4. Ownership to an individual or group of individuals should be assigned. A primary Vice President owner is identified for each policy.
5. Training needs should be assessed for the implementation of the policy.
6. Final approval of policies resides with the College's Board of Trustees.

Final approval of procedures resides with the President.

7. The policy is to be implemented by the Vice President who "owns" the policy or a designee of the President.
8. A comprehensive review of policies and procedures must take place every three years or as required by changes in regulation or law. A comprehensive review may conclude with a need to revise or decommission a policy and/or procedure.

## **STEP BY STEP - Submitting Policy/Procedure Changes**

### **Step 1: Locating the templates**

Go to the [TEMPLATES](#) Folder.

There are two primary documents needed from that folder.

- The cover sheet (TWO types - either for New Policies/Procedures or Updates, OR, the Comprehensive Review cover sheet).
- 2) The actual Policy and /or Procedure Template (this is where the actual, finalized, policy is captured and prepared to add to the official files once approved)

### **Step 2: Working on your copies**

Share the document with stakeholders and make edits to prepare for submission.

- Be sure to name it carefully
- Make all edits and content adjustments to that cover sheet
- Be sure to follow the cover sheet carefully and fill out **all** areas
- Make special note of stakeholder reviews and other areas requiring collaboration.
- VP Approval is required before Step 3.

### **Step 3: Preparing your copies for approval**

After all the related supporting information and stakeholder reviews have been gathered, complete the Cover Sheet and the Policy and Procedure template. Please make sure the formatting(font, margins, etc) follows the policy guidelines. Submit it to the appropriate Vice President for review.

### **Step 4: Approval Process**

- The Vice President will bring the policy and/or procedure to the President and Executive Council for the first review.
- Legal review may be necessary before further review

- Drafts will be shared with Shared Governance groups for input or informational purposes
- Once the final draft has been reviewed by the President and Executive Council, the policy will be forwarded to the Board of Trustees for approval, while the procedure will be approved by the President.
- A Campus-wide communication will be sent out with the approved Policy and/or procedure
- Final approved versions will be placed in the college's Policy and Procedure catalog.

## Definitions

### AUTHORITY

The *Authority* for **policies** is the College's Board of Trustees.

The *Delegated Authority* for **procedures** is the President.

The *Policy or Procedure Owner* is the Vice President responsible for the area to which the policy or procedure pertains.

The *Responsible Party* is the department responsible for the decision to approve or deny new, or changes to existing policies and procedures.

### COMPREHENSIVE REVIEW

Every three (3) years or as required by law, each policy/procedure must be thoroughly assessed for relevance. The *comprehensive review* confirms if the policy/procedure is still needed or needs further revisions or decommissioning.

### KEY STAKEHOLDERS

The *key stakeholders* are those directly affected by a policy, including those responsible for implementation and compliance monitoring, and may be consulted during the development or revision of the policy and its associated procedures. Key stakeholders may include shared governance organizations, students and/or members of the external community as well as faculty, staff, and administrators.

### POLICY

A *policy* is defined as a concise, official, and required statement that influences and determines all major decisions and actions, and all activities taking place within the boundaries set by the policy. The policy should serve as a basis for decision-making and a means by which the college reduces institutional risk. Policies support the College's mission and goals; thus, a policy should change infrequently. A policy is subject to final approval by the Board of Trustees.

### POLICY OWNER

The *policy owner* is an administrative position - Vice President.

## PROCEDURES

Required steps are needed to enforce and comply with a policy and meet its overall purpose. *They* specify who does what and when. They may be reviewed and revised more frequently than policies. Procedures are a framework for tasks and activities. Procedures do not supersede college policies.

### Appendix

[SUNY Broome College Policies and Procedures](#)

### Forms for further clarification of the Procedure

SUNY Broome Policy Template

SUNY Broome Procedure Template

SUNY Broome Comprehensive Cover Sheet

SUNY Broome Policy/Procedure Proposal Cover Sheet

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
<i>Created</i>	03262024	DL	<i>Assistant to the President</i>