DELAWARE TECHNICAL COMMUNITY COLLEGE

Name:	Policy on Policies
Category:	Administrative
Subject:	Policy development and approval
Owner:	Office of General Counsel
Related Procedures:	N/A
Related Forms:	N/A

I. SCOPE

This policy addresses the process for developing, issuing and maintaining all Delaware Technical Community College (hereafter "DTCC" or "College") policies and applies to all College departments, faculty, staff, and students.

II. POLICY STATEMENT

College policies support the College's mission by establishing clear and well understood standards for individual conduct, clarifying institutional expectations, promoting compliance with law, mitigating risk, and supporting productivity. All faculty, staff, students, and visitors are expected to comply with College policies. The purpose of this policy is to ensure that all DTCC policies:

1. Support the College's mission.

2. Are effectively communicated, maintained centrally and easily accessible to all interested parties;

3. Provide faculty, staff and students with clear, concise guidelines;

4. Are appropriately reviewed and formally approved by an authorized body or person prior to implementation;

5. Are internally consistent and presented in a common format;

6. Comply with applicable legal standards;

7. Are linked electronically to procedures for implementing the policy; and

8. Are kept current within the framework of an organized system of change control.

Policies will be clearly distinguished from related procedures according to the definitions in section III below. Individuals who are responsible for writing, updating and distributing College policies must comply with this policy.

Individual units or departments may adopt internal guidelines to implement College policy. Such guidelines shall be adopted in accordance with this policy.

III. DEFINITIONS

Policy: A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the College community in the conduct of College affairs.

A College policy:

- is a governing principle that mandates or constrains actions;
- has institution-wide application;
- changes infrequently and sets a course for the foreseeable future;
- helps ensure compliance with applicable laws and regulations;
- reduces institutional risk; and
- is approved by the College president or, as applicable, the Board of Trustees.

Academic Policies: Academic Policies are policies that directly affect the pedagogical and workforce development mission of the College.

Administrative Policies: Administrative Policies are non-academic policies governing the operations of the College.

Student Policies: Student Policies are policies that directly affect student life at the College, including athletics.

Guideline/Procedure: A guideline or procedure is a series of interrelated steps taken to assist in the implementation of a policy. College guidelines/procedures:

- should identify and link to the applicable College policy;
- should be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed;
- should be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy; and
- generally do not require formal approval by senior College officials.

Policy Initiator: The Policy Initiator is any faculty, staff member, or student who identifies a College-level issue and develops a policy proposal.

Policy Owner: The Policy Owner is the appropriate College officer (i.e., president, vice president or other individual with primary responsibility for an aspect of College operations) whose jurisdiction covers the subject matter of the policy.

Stakeholder: Stakeholders are members of the College community who are affected by the policy being developed.

Policy Administrator: The Policy Administrator is the Division of Information and Instructional Technology.

IV. POLICY

A. Policy Development

All College policies must be adopted by the president or, when applicable, the board of trustees. Any individual or unit may identify the need for a new College policy, or for a revision to an existing College policy, which must be submitted for review and endorsement to the appropriate College official with jurisdiction over the subject matter of the proposed policy. If the policy concept is endorsed, a draft policy will be created following the format outlined in Section IV(B) of this Policy. The Policy Initiator will be responsible for developing an initial draft policy or revision to a current policy under the direction of the proposed Policy Owner and in consultation with key Stakeholders in accordance with the College's governance structure. If the reason for the policy is not apparent, the first draft will ordinarily be accompanied by an explanatory memorandum addressing the necessity for the policy and how (if at all) it supplements or alters existing policy. At any time in the drafting process, the Office of General Counsel ("OGC") is available for consultation.

The Policy Owner will review the draft policy and consult with the various stakeholders in accordance with the College's governance structure regarding the policy's likely impact on the members of the College community, including the OGC.

After review and input, the Policy Owner shall submit the final draft of the proposed policy to the OGC for final review prior to submission for approval by the president. It is OGC's responsibility to ensure consistency in formatting, clarity, and legal sufficiency.

The president may adopt a policy that is within the scope of his or her authority upon the recommendation of the proposed Policy Owner or may elect to have the proposed new or revised policy presented for discussion by president's council. If additional discussion by president's counsel is desired, the Policy Owner (or designee) will be responsible for presenting the proposed new or revised policy, which shall include communicating with the president's office to get the matter placed on the agenda and circulating a copy of the proposed new or revised policy, with any explanation or background material deemed appropriate, in accordance with standard president's council practices.

Once a policy is approved and signed by the president, the Policy Owner will forward an electronic copy to the Policy Administrator. A proposed new or revised policy becomes an official policy of the College and goes into effect:

1. when it is approved by the president or other authorized body; or
2. upon such other date as specified therein.

There may be occasions when a Policy will require board of trustee approval or is deemed by the president to be of sufficient significance to merit review and approval by the board of trustees or a standing committee of the board prior to adoption and implementation. In such circumstances, the policy shall be presented to the board (or standing board committee) for approval, and shall not become effective unless and until so approved. Policies that have been approved by the board shall be designated as such and signed by the president.

The Policy Administrator will maintain copies of signed Policies and Policy revisions in an electronic format and display the same on the College's policy web site.

The Policy Owner will be responsible for the periodic review of all Policies over which he or she has subject matter jurisdiction, and shall coordinate any training on the operation of a new or revised Policy deemed necessary. It is recommended that a policy be reviewed not more than every 5 years, unless changes in laws or College business needs require an earlier review/revision schedule.

B. Policy Format

A standard policy format ensures clarity and consistency. Although not all policies will contain all of the format elements, College policies will be written and maintained following the format described below:

1. Header information: **(mandatory element)**
    a) Policy name.
    b) Policy category.
    c) Subject.
    d) Policy Owner.
    e) Procedures link(s), if applicable.
2. Scope: **(mandatory element)** Identification of parties governed by the policy.
3. Policy Statement: **(mandatory element)** Purpose of the policy and the statement of philosophy, position, rule, regulation or direction.
4. Definitions: (optional element) Meaning and interpretation of terms used in the policy.
5. Policy: **(mandatory element)** Description of the actual policy covering topics which include: duties assigned to responsible parties and other parties as necessary; other information specific to a

particular policy subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.

6. Effective Date(s): **(mandatory element)** Initial effective date of policy, and latest revision date, if applicable.

7. Frequency of review and update: (**mandatory element**) Measure of time during which the policy must be reviewed and updated.

8. Signature and date of approval: **(mandatory element)** Required for initial approvals and all subsequent reviews and updates.

❖ NOTE: For DTCC policies that predate this policy, the format described above is not applicable. If it is feasible, revised policies should be written in the approved policy format.

C. Location of Policies

To ensure ready access to College policies, DTCC will maintain an official Policies web page with the most current approved version of all College policies, with links to applicable procedures. The web page will be maintained by IIT in a standard electronic format and will follow the structure described in Section IV (D) below. The documents on the College Policies web page will constitute the official electronic depository for College-wide policies for DTCC.

To maintain an organized system of change control, and to ensure consistency throughout the College, individual departmental web sites should not contain separate copies or versions of College policies or applicable procedures. Instead, departmental web sites that reference College policies and procedures must use hyperlinks to the documents on the official College Policies web page. This does not preclude departments from maintaining internal departmental guidelines or procedures on their web sites, provided the internal departmental guidelines and procedures are not identified as official College policies and procedures, and do not conflict with official College policies.

D. Structure and Organization of College Policies

The College Policies web site will list all policies by name and category and will provide links to related procedures. Policies will be assigned to one or more of the following categories:

Administrative Policies – Policies that are of a general administrative or operational nature, including the following:

- **Governance, Ethics, and Legal Compliance Policies** – Umbrella policies concerning appropriate conduct and/or compliance with the law that provide the framework for administration to implement and comply with the intent of the Board of Trustees.

- **Employment, Benefits, and Workplace Policies** – Policies, rules, and related procedures and information impacting working relationships with the College for all employee groups.

- **Financial and Business Policies -** Policies related to accounting, budgeting, procurement, travel and other financial functions.

- **Facilities, Real Estate, and Property Policies** – Policies concerning use and care of College grounds, facilities and property.

- **Marketing and Branding Policies –** Policies dealing with branding and external promotion of the College.

- **Development and Educational Foundation Policies –** Policies dealing with College fundraising.

Academic Policies – Policies that directly affect the pedagogical and workforce development mission of the College.

Student Policies - Policies that directly affect student life at the College, including athletics.

Information Technology Policies – Policies that cover systems, access, data, and related issues.
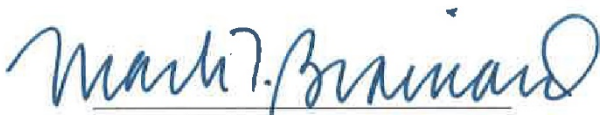
Campus Safety and Security Policies– Policies concerning security and safety of faculty, staff, students, and guests.

V. EFFECTIVE DATE(S)

This policy is effective April 10, 2018

VI. SIGNATURE AND DATE OF APPROVAL

Approved by the board of trustees on April 10, 2018

Mark T. Brainard   4·11·18

Mark T. Brainard, President   Date