

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Policy Preparation and Revision Guidelines****EFFECTIVE DATE: March 1, 2004; Revised July 1, 2010; Revised February 10, 2021****I. Purpose**

The purpose of this policy is to set forth procedures for the creation of new Southwest Tennessee Community College (“Southwest” or “the College”) policies and revisions to existing policies. The Director of Equity and Compliance is responsible for ensuring the validity of the content of the College’s Policies and Procedures Manual. The Equity and Compliance director will review, submit for publication and distribute all material to be incorporated in the policy manual.

II. Definitions

Policy – A written statement that mandates, specifies, or prohibits behavior to express basic values of the College, enhances the College’s mission and ensures coordinated compliance with applicable TBR policies and guidelines, as well as applicable laws and regulations, thereby promoting operational efficiency and reduced risk.

Procedure – The operational steps required to accomplish an action that necessitates specific instructions. Generally, a procedure will pertain to a policy and be found therein.

III. Policy

Any office headed by a chair, director or administrator of equivalent or higher rank will have authority to initiate material for inclusion in the manual. All material must be reviewed and approved by the initiating department’s chair, director or administrator of equivalent or higher rank prior to taking the additional steps. The material must be prepared in accordance with the prescribed format (see Section III) as an editable Word document, which will be emailed.

Initial review of all proposed material will be by the Director of Equity and Compliance. Upon approval, the material will be forwarded by the Director of Equity and Compliance to the appropriate governance.

With regard to governances, Southwest Policy 1:03:10:00/7 and TBR Policy 1.03.10.00 affirm Southwest’s recognition of the importance of representative participation by students, faculty and staff in the College’s activities that affect them. The College has, therefore, developed governances to represent these groups.

After the material has been reviewed by the appropriate governance, it will be given a proposed identification number and submitted to the President to be added to the agenda of the next

President's Cabinet meeting. A vote on the material will be taken at the meeting. If the material is approved, the policy or procedure will become official and will be signed by the President.

A hard copy of the policy will remain in the office of the Director of Equity and Compliance. The policy will be distributed via e-mail and subsequently added to the online policy manual.

IV. Format of the Policy Manual

The policy manual's content will be categorized into five major sections.


- 1:00:00:00/0 Governance, Organization and Policy
- 2:00:00:00/0 Academic
- 3:00:00:00/0 Student Affairs
- 4:00:00:00/0 Business and Finance
- 5:00:00:00/0 Personnel

Each policy will be identified by a multi-digit number. The first digit will designate the division, the following six digits designate the corresponding TBR Policy Number (when possible), and the last digits designate the College's order of approval. All pages of each policy will contain the complete identification number.

The top of the first page of each policy will provide the policy identification number, effective date of the policy, date of the original policy, and the subject.

The last page of each policy will provide the source, related Southwest policies, the relevant TBR Policy or Guideline reference number, responsible department and the President's signature of approval (see attached example).

Policies longer than one page must be numbered; page 1 of x (number of pages), 2 of x, and so on. The pagination information will appear on the upper right-hand margin of all pages. All margins will be one inch. For consistency, the font shall be 12 point size Times New Roman. Example forms, vouchers, printouts, or other documents should be included as attachments whenever their inclusion will enhance understanding of the proposed policy or procedure.

<p>Source of Policy: <u>VP, Finance & Admin Svcs</u></p> <p>Related Policy: <u>Southwest 1:03:10:00/7</u></p> <p>Approved: <u></u> President</p>	<p>Responsible Director Administrator: <u>Equity and Compliance</u></p> <p>TBR Policy Reference: <u>N/A</u> TBR Guideline Reference: <u>N/A</u></p> <p>Date: <u>February 11, 2021</u></p>
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EXAMPLE

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: _____

EFFECTIVE DATE: _____

Source of Policy: _____

**Responsible
Administrator:** _____

Related Policy: _____

TBR Policy Reference: _____

TBR Guideline Reference: _____

Approved: _____

Date: _____

President