College Policy and Procedure Process

This resource is designed to assist the college community in the development, review, and communication processes for both existing and newly proposed college policies and procedures. The template and flowcharts provided establish a standard process for most college policies and procedures. Durham Tech’s Board of Trustees, which serves as our governing body, has ultimate decision-making authority over policies and procedures.

Policies and procedures resulting from state or federal mandates do not follow this process and may be placed directly into the online manual by the Policy and Procedure coordinator. The college will be notified of mandates for informational purposes only. There is no review requirement for state or federally mandated policies and procedures.

Before you begin, give careful consideration to the issue being addressed and review the following definitions to help you select the appropriate process to follow:

- The term “policy” is used to represent a statement which addresses a required course or principle of action to be followed by the college’s employees, students, and/or visitors. Policies require approval by the Durham Tech Board of Trustees and are adopted at a public meeting.

- The term “procedure” is used to represent a detailed description of actions completed in a prescribed way or order. Procedures are developed, reviewed, approved, and officially adopted by the appropriate Durham Tech council. Procedures addressing especially sensitive matters may go before the Board of Trustees for review and final determination.

- Unit/department operations, steps, or guidelines do not rise to the level of policy or procedure as defined here if they do not impact other college offices; do not need to be reviewed by multiple areas of the college; are not related to federal or state regulations, laws, or other external accreditation requirements; or do not intersect or conflict with existing policies or procedures. These actions may be developed by specific individuals or offices and, as such, are not governed by the process detailed here.

Note: All policies are effective the day they are approved by the Board of Trustees or on a designated date. All procedures are effective the day they are approved by the appropriate council, committee, or the Board of Trustees (if applicable) unless an effective date is provided as part of the revision/development.

Proposals should be submitted via email using the policy and procedure template. You will be contacted regarding next steps upon receipt of the proposal.

Contact Information:
Keitcha Royal
Research, Evaluation, Assessment, and Planning
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919-536-7249, ext. 2802
Process Flowchart – Policies and Associated Procedures

PROPOSAL
A proposal may originate from any area of the college. The proposal should impact a broad group and not simply a single division or department. The senior position (or designee) within the department/council/committee will complete the Durham Tech Policy and Procedure Template and submit it to the Policy and Procedure coordinator, Keitcha Royal.

LEADERSHIP COUNCIL

Proposed policy not recommended for review. Send back to originator with comments.

Proposed policy recommended for review.

Proposed policy of urgent importance.* Expedited review process.

College-Wide Review Process (10 Workday Minimum)
During the college-wide review process, the P&P coordinator sends a college-wide email and posts the proposed policy on the college’s website to solicit input from the college community.

Finalization of Proposal
The P&P coordinator forwards all comments to the sponsor. The sponsor makes all necessary modifications. If applicable, the sponsor works with the college’s Special Assistant for Legal Affairs/Ethics Liaison to ensure the proposal is sound and within good legal standing.

LEADERSHIP COUNCIL

Proposed policy not recommended. Rationale shared with sponsor.

Proposed policy recommended to President.

Proposed policy approved and signed by President.

President’s Cabinet

Policy recommended to Board of Trustees.

The P&P coordinator forwards the policy to the Senior Vice President of Institutional Advancement for presentation to the Board. After Board approval, the P&P coordinator assigns the approved policy a policy number (if applicable), notifies the college, and posts to website.

*Criteria for “urgent importance”:
I. Potential harm to people or facility
II. Potential legal liability to Durham Tech
III. Immediate noncompliance issue with federal, state, or local entity
Process Flowchart – Procedures

PROPOSAL
A proposal may originate from any area of the college if it impacts a broad group; however, it is recommended that the department responsible for the procedure complete the process outlined below. The senior position (or designee) within the department/council/committee will complete the Durham Tech Policy and Procedure Template and submit it to the Policy and Procedure coordinator, Keitcha Royal.

APPROPRIATE COLLEGE COUNCIL/COMMITTEE
- Proposed procedure not recommended for review. Send back to originator with comments.
- Proposed procedure recommended for review.
- Proposed procedure of urgent importance.* Expedited review process.

College-Wide Review Process (10 Workday Minimum)
During the college-wide review process, the P&P coordinator sends a college-wide email and posts the proposed procedure on the college’s website to solicit input from the college community.

Finalization of Proposal
The P&P coordinator forwards all comments to the sponsor. The sponsor makes all necessary modifications and shares with the appropriate college council/committee. If applicable, the sponsor works with the college’s Special Assistant for Legal Affairs/Ethics Liaison to ensure the proposal is sound and within good legal standing.

APPROPRIATE COLLEGE COUNCIL/COMMITTEE
- Proposed procedure not recommended. Rationale shared with sponsor.

President’s Cabinet
- Procedure recommended and forwarded to Senior Vice President of Institutional Advancement for final review and determination of final approval steps.

After approval, the P&P coordinator assigns the approved procedure a procedure number (if applicable), notifies college, and posts to the website.

*Criteria for “urgent importance”:
IV. Potential harm to people or facility
V. Potential legal liability to Durham Tech
VI. Immediate noncompliance issue with federal, state, or local entity