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. Durham Tech’s Board of Trustees, which serves as our governing body, has ultimate decision-making authority over policies and procedures.

Policies and procedures created or revised as a result of state or federal mandates may not follow the process outlined here. There is no review requirement so mandated policies and procedures 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.

Definitions

- 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. All policies are effective the day they are approved by the Board of Trustees unless circumstances, such as state or federal mandates, dictate an alternate date.

- The term “procedure” is used to represent a detailed description of actions or instructions to be completed in a prescribed way or order. Procedures may be approved and officially adopted by an appropriate Durham Tech council. Procedures addressing especially sensitive matters may go before the Board of Trustees for review and final determination. All procedures are effective the day they are approved unless an effective date is provided as part of the revision/development.

- The term “sponsor” is used to represent the individual or entity who initiates the development/revision of a policy or procedure. The sponsor is the point of contact for questions and comments during the development/revision period, including College-wide review.

- The term “custodian” is used to represent the entity responsible for a policy or procedure after approval, serving as the point of contact for questions, comments, and periodic reviews.

Division/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.

To propose a new policy or procedure or the revision of an existing one, contact the policy and procedure coordinator, Keitcha Royal, via email or by phone at 919-536-7249, ext. 2802.

Revised February 14, 2018
Policy Workflow
A policy proposal may originate from any area of the College. The proposal should impact a broad group such as all students, all faculty, all staff, or all employees (not a single division or department). The following steps comprise the policy workflow process*:

1. The senior position (or designee) within the department/council/committee, who may also be the policy's sponsor, should contact the policy and procedure coordinator to begin the development or revision process. This first step may include a meeting to ensure there is an understanding of the subsequent steps.

2. The sponsor will take the proposed policy to appropriate groups (councils, committees, work groups, Faculty Association, Staff Association, etc.).

3. After the initial development and review process, the sponsor will return the draft policy to the policy and procedure coordinator at least one (1) week prior to the next Leadership Council meeting.

4. The policy and procedure coordinator will submit the policy to the Executive Vice President for Leadership Council consideration. Policies that have not been vetted by the policy and procedure coordinator will not move forward to Leadership Council; the Executive Vice President will only accept submissions from the policy and procedure coordinator (or designee).

5. If the Leadership Council recommends the policy for review, it will enter a 10-working day College-wide review period. If the policy is not recommended for review, the policy and procedure coordinator will return it to the sponsor with an explanation.

6. To commence the College-wide review, the policy and procedure coordinator will send a College-wide email to announce the review period and request employee feedback.

7. The policy and procedure coordinator will collect and compile all comments and forward them to the policy sponsor at the end of the review period.

8. The sponsor will make all necessary modifications and will consult appropriate College personnel to ensure the proposal is sound and within good legal standing. The sponsor will send the revised policy to the policy and procedure coordinator.

9. The policy and procedure coordinator will send the revision to the Executive Vice President for a second Leadership Council review.

10. If the Leadership Council approves the policy, the policy and procedure coordinator will send a presentation copy to the Executive Vice President to forward to the President for final review and recommendation to the Board of Trustees.

11. Upon approval by the President, the Executive Vice President will send the policy to the Policies and Personnel Committee of the Board of Trustees for review. Upon approval, the Executive Vice President will add the policy to the next Board of Trustees consent agenda.

12. Upon Board of Trustees approval, the policy and procedure coordinator will notify the College and arrange the policy's publication to the website.

* A proposed policy will be subject to an expedited review and approval process if its urgent adoption is necessary to prevent potential harm to the College community, potential legal liability to the College, and/or immediate noncompliance issue with federal, state, or local entities.
Procedure Workflow
A procedure proposal may originate from any area of the College. The proposal should impact a broad group such as all students, all faculty, all staff, or all employees (not a single division or department). The following steps comprise the procedure workflow process*:

1. The senior position (or designee) within the department/council/committee, who may also be the procedure’s sponsor, should contact the policy and procedure coordinator to begin the development or revision process. This first step may include a meeting to ensure there is an understanding of the subsequent steps.

2. The sponsor will take the proposed procedure to appropriate groups (councils, committees, work groups, Faculty Association, Staff Association, etc.).

3. After the initial development and review process, the sponsor will return the draft procedure to the policy and procedure coordinator who will submit it to the appropriate council or committee.

4. If the council or committee recommends the procedure for review, it will enter a 10-working day College-wide review period. If the procedure is not recommended for review, the policy and procedure coordinator will return it to the sponsor with an explanation.

5. To commence the College-wide review, the policy and procedure coordinator will send a College-wide email to announce the review period and request employee feedback.

6. The policy and procedure coordinator will collect and compile all comments and will forward them to the procedure sponsor at the end of the review period.

7. The sponsor will make all necessary modifications and will consult appropriate College personnel to ensure the proposal is sound and within good legal standing. The sponsor will send the revised procedure to the policy and procedure coordinator.

8. The policy and procedure coordinator will send the revision to the appropriate council or committee for a second review.

9. Upon council/committee approval, the policy and procedure coordinator will send the procedure to the Executive Vice President for final review and approval.

10. Upon approval by the Executive Vice President, the policy and procedure coordinator will notify the College and arrange the procedure’s publication to the website.

* A proposed procedure will be subject to an expedited review and approval process if its urgent adoption is necessary to prevent potential harm to the College community, potential legal liability to the College, and/or immediate noncompliance issue with federal, state, or local entities.