



Policy and Procedure Development

Policies and Procedures

Durham Tech's policies and procedures are updated according to a schedule of periodic review or in response to circumstances requiring a specific revision. During emergencies and adverse conditions, modifications may also be made in accordance with the [Presidential Authority During Emergencies and Adverse Conditions policy](#). Additionally, policies and procedures may be suspended or retired should circumstances warrant such action; the decision to suspend or retire a policy or procedure will be made by the policy and procedure coordinator, in consultation with the President or their designee.

In certain circumstances (e.g., state or federal mandates), proposals may be exempt from the standard development and review process. The College will be notified for informational purposes only.

Codified policies and procedures are available via the [policy and procedure manual](#). The manual is divided into the following four sections, each corresponding to a specific segment/area of the College:

- Section 1: Students/Academics
- Section 2: Facilities
- Section 3: Personnel
- Section 4: The College/Public

To avoid confusion, we seek to reserve the terms “policy” and “procedure” for codified policies and procedures. Codified policies and procedures are published in the policy and procedure manual. Division/department operations, steps, practices, and guidelines do not rise to the level of a policy or procedure as defined here if they are not codified. Division/department actions may be developed by specific individuals or offices and are not governed by the process detailed in this document.

The guidance provided here is not intended to be exhaustive and does not address every eventuality.

Contact Information

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Policy and Procedure Development At A Glance

Who may propose/sponsor a policy or procedure?

Any Durham Tech employee, full- or part-time and from any area of the College, may propose a new policy or procedure or the revision of an existing one. Councils, committees, task forces, and associations may also initiate a proposal.

Employees may make a proposal even if the proposal's subject matter falls under another department's oversight. For example, a Facility Services team member may propose a new leave policy. The Facility Services employee would serve as the policy sponsor, and Human Resources and Talent Management would serve as the policy's custodian.

How do I begin the development process?

To propose a new policy or procedure or the revision of an existing one, contact the College's policy and procedure coordinator, Keitcha Royal, at royalk@durhamtech.edu or ext. 2802.

What is the difference between a policy and a procedure?

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, including state and federal mandates, dictate an alternative 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 the Leadership 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 circumstances, including state and federal mandates, dictate an alternative date.

What is the difference between a sponsor and a custodian?

The term "**sponsor**" is used to indicate the individual or entity who proposes a new policy or procedure or the revision of an existing one. The sponsor is the point of contact for questions and comments during the development/revision period.

The term "**custodian**" is used to represent the department, division, or area responsible for a policy or procedure after its approval, serving as the point of contact for questions, comments, and periodic reviews.

Along with the policy and procedure coordinator and the sponsor, who is involved in the development process?

Individual employees, councils, committees, associations, and other groups all may participate in the development process. Sponsors determine which group(s) is/are appropriate based on the nature of the proposal. Leadership Council reviews all proposals.

Are all employees given an opportunity to offer feedback on proposals?

Yes. Through the College-wide review process, all employees are provided the opportunity to ask questions and submit comments about proposals. The College-wide review period is typically ten (10) working days, and employees are notified via a College-wide email from the policy and procedure coordinator. **Please Note:** In certain circumstances (e.g., state/federal mandates, nature of revisions, etc.), proposals may be exempt from the standard development and review process. In these cases, the College will be notified for informational purposes only.

Policy and Procedure Development Process – Policy Workflow

This workflow applies to new policies or revisions to the policy statement of existing policies.

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).

Please Note: Proposals will be subject to an expedited review and approval process if urgent adoption is necessary to prevent potential harm to the College community, potential legal liability to the College, and/or immediate noncompliance with federal, state, or local entities.

The following steps comprise the policy development workflow:

1. The policy's sponsor should contact [Keitcha Royal](#), the policy and procedure coordinator, to initiate the development or revision process and request the policy development template. 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 the appropriate group(s) (e.g., key stakeholders, councils, committees, work groups, Faculty Association, Staff Association). The sponsor should notify the policy and procedure coordinator of meeting/review dates for recordkeeping purposes. Sponsors are also encouraged to notify the department/area who serves or will serve as the policy's custodian.
3. After the initial development and review process, the sponsor will return the proposal draft to the policy and procedure coordinator at least fifteen (15) working days prior to the next Leadership Council meeting.
4. The policy and procedure coordinator will submit the proposal to the Leadership Council Chair for consideration. Proposals that have not been vetted by the policy and procedure coordinator will not move forward to Leadership Council; the Chair will only accept submissions from the policy and procedure coordinator (or their designee).
5. If the Leadership Council endorses the proposal, the proposal will enter a ten-working day College-wide review period. If the proposal is not recommended for review, the Leadership Council Chair or the policy and procedure coordinator will return it to the sponsor with an explanation.
6. To commence the College-wide review process, 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/questions and forward them to the policy sponsor at the end of the review period.
8. The sponsor will follow up with those who submitted feedback, make all necessary modifications, and consult appropriate College personnel to ensure the proposal is sound and in good standing. The sponsor will send the revised proposal to the policy and procedure coordinator at least fifteen (15) working days prior to the next Leadership Council meeting.
9. The policy and procedure coordinator will send the revision to the Leadership Council Chair for a second Leadership Council review.
10. If the Leadership Council approves the proposal, the policy and procedure coordinator will send a presentation copy forward for legal review (if necessary) and Board of Trustees review. If the policy is not approved, the Leadership Council Chair or the policy and procedure coordinator will return it to the sponsor with an explanation.
11. The proposal will be reviewed by the Policies and Procedures Committee and the Executive Committee of the Board of Trustees prior to moving forward for consideration by the full Board. Upon Board of Trustees approval, the policy will be effective as of the date of the Board meeting, unless otherwise indicated. The policy and procedure coordinator will notify the College and arrange for the policy's publication to the [policy and procedure manual](#).

Policy and Procedure Development Process – Procedure Workflow

This workflow applies to new procedures or revisions to the procedure supporting an existing policy.

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).

Please Note: Proposals will be subject to an expedited review and approval process if urgent adoption is necessary to prevent potential harm to the College community, potential legal liability to the College, and/or immediate noncompliance with federal, state, or local entities.

The following steps comprise the procedure development workflow:

1. The procedure's sponsor should contact [Keitcha Royal](#), the policy and procedure coordinator, to initiate the development or revision process and request the procedure development template. 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 the appropriate group(s) (e.g., key stakeholders, councils, committees, work groups, Faculty Association, Staff Association). The sponsor should notify the policy and procedure coordinator of meeting/review dates for recordkeeping purposes. Sponsors are also encouraged to notify the department/area who serves or will serve as the procedure's custodian.
3. After the initial development and review process, the sponsor will return the proposal draft to the policy and procedure coordinator at least fifteen (15) working days prior to the next Leadership Council meeting.
4. The policy and procedure coordinator will submit the proposal to the Leadership Council Chair for Leadership Council consideration. Proposals that have not been vetted by the policy and procedure coordinator will not move forward to Leadership Council; the Chair will only accept submissions from the policy and procedure coordinator (or their designee).
5. If the Leadership Council endorses the proposal, it will enter a ten-working day College-wide review period. If the proposal is not recommended for review, the Leadership Council Chair or policy and procedure coordinator will return it to the sponsor with an explanation.
6. To commence the College-wide review process, 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/questions and forward them to the procedure's sponsor at the end of the review period.
8. The sponsor will follow up with those who submitted feedback, make all necessary modifications, and consult appropriate College personnel to ensure the proposal is sound and in good standing. The sponsor will send the revised proposal to the policy and procedure coordinator at least fifteen (15) working days prior to the next Leadership Council meeting.
9. The policy and procedure coordinator will send the revision to the Leadership Council Chair for a second Leadership Council review.
10. Upon Leadership Council approval, the procedure will be effective as of the date of the Leadership Council meeting, unless otherwise indicated. The policy and procedure coordinator will notify the College and arrange for the procedure's publication to the [policy and procedure manual](#).