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DEVELOPMENT AND APPROVAL OF INSTITUTIONAL POLICY

1. General

Institutional policies are designed to provide the College community with unifying statements that describe fundamental principles, the reasoning behind the principles, and institutional procedures necessary for implementation. Policies in the Policies and Procedures Manual serve as a resource for faculty, staff, students, and other College constituencies. These policies contain governing principles that mandate or constrain actions and have institution---wide application. They help ensure compliance with applicable laws and regulations, enhance the College's mission, promote operational efficiencies, or reduce institutional risk. Policy statements include two important elements: institutional policy and any institutional procedures necessary for a comprehensive understanding of the intent and application of the policy. The development of effective policy statements requires both input from individuals who have extensive knowledge on the subject matter of a particular policy and input from individuals affected by the policy.

All policy statements in the College Policies and Procedures Manual are approved in advance, in writing by the College President or the President's Executive Team prior to distribution. Subsequent changes to institutional policy must also be approved in advance, in writing by the President or the President's Executive Team. This policy describes the process used to develop or revise policy, solicit input, and obtain approval of institutional policies and procedures.

2. Development of New Policy

- **Policy Origination and Development**
  Within the institution, policy development proposals and revision requests are sent to the Policy Review Committee. Within the President's office policies specifically identified and deems necessary by the President or Board of Regents are sent to the Policy Review Committee.
  Policy Review Committee draws up a preliminary draft in conjunction with the departments requesting or most familiar with the subject matter, and works with any department or area that will be impacted by the policy.
- Preliminary draft of new policy will be circulated to the key areas identified in 2.a and 2.b and any other department required (Ex. Office of the Provost or Faculty Senate for academic policies) for review and comment.
- The preliminary draft returns to the Policy Review Committee which then edits and refines the draft and presents it to the President's Executive Team for review and endorsement.
- Recommendations from the Executive Team are incorporated and the final draft is made available to the entire campus for review and input via the Northern web site. A   will be sent out announcing the posting of new policies on the Northern website for comment along with the url pointing to the specific new policies open for comment.
- Comment period will be thirty (30) days.
- The President or a designee from the Executive Team will approve all new policies in writing and present them to the Board for consideration and/or final approval when appropriate. It is the responsibility of the President of the College to present the policies to the Board for final approval.

- Once approved all new policies will be posted on the Northern website in the online Policy and Procedures Manual and announced via Broadcast to the entire campus community.

2.1. Process Owner
The Policy Review Committee or the President's Executive Council will assign a dean or director to serve as the process owner for the functions outlined in a given policy. The process owner is responsible for policy implementation and for notifying the Policy Review Committee of any proposed changes in practice that will require a policy change.

3. Dean, Director, and Department Head Responsibilities
Deans, directors, and department heads, or their designees are responsible for:
- informing their employees of new policies or changes to existing policies; and
- ensuring that all related departmental processes, procedures, and/or documents are updated to reflect new or revised policies.

Departments are strongly discouraged from maintaining printed copies of the College's Policies and Procedures Manual, but instead should use the electronic version on the Northern website. This will ensure that departments always refer to the most recent policy and will not run the risk that a printed copy is not up to date. However, if departments choose to maintain a printed copy of the manual, they are fully responsible for keeping the manual up-to-date by printing applicable pages from the Northern website.

4. Development and Approval of Revisions to Existing Policies
Individuals wishing to propose a change to an existing policy should send their request to the Policy Review Committee. Proposed changes will be reviewed based on the development history of the policy and current College practice to determine what action is needed, and the Policy Review Committee will work with key areas to develop a revised draft. If either the Policy Review committee or the policy process owner determines that the requested change is significant, the proposed changes will be sent to the campus for a thirty (30) day comment and review period. All changes to policy must be approved in writing by the President and recommended to the Board for approval.

5. Administration of Policy
The President's Executive Council is responsible for administering this policy.

6. Policy Review Committee Responsibilities
The Policy Review Committee responsibilities include:
- Proofing and editing policy which include review of policy recommendations and assist in drafting policy language at the request of the campus community.
- Ensure that policies align with federal and state law and other institution policy.
- Ensure that policy proposals are communicated and vetted with the campus community.
- Present all policies that have been processed as stated in this policy to the President.