



**POLICY TITLE**

*Policy on Policies*

**POLICY NUMBER**

*6-0001*

<b>Responsible Office:</b> <i>Office of Institutional Effectiveness and Strategic Initiatives</i>	<b>Effective Date:</b> <i>12/18/2023</i>
<b>Responsible Official:</b> <i>Vice Chancellor of Institutional Effectiveness and Strategic Initiatives</i>	<b>Last Reviewed Date:</b> <i>11/15/2023</i>
<b>Policy Classification:</b> <i>Institutional Effectiveness</i>	<b>Origination Date:</b> <i>09/18/2017</i>

**I. POLICY STATEMENT**

College policies are important documents that support the College's mission, values, and expectation and provide guidance as to their observance and compliance. To this end, all new and revised College policies shall be developed, approved, published, and managed in accordance with this institutional Policy on Policies.

**II. POLICY RATIONALE AND SCOPE**

Accessible and well-developed policies promote efficiency and accountability and minimize institutional risks. This policy provides for a consistent, transparent, and inclusive policy development process; an identified authority for approving policies; a mechanism for regular review of policy needs, compliance, and institutional effectiveness; a consistent policy format; and an accessible electronic policy library. In effect, this policy promotes an expeditious policy development, approval, and management process, while allowing for robust debate and discussion of draft policies. The scope of this policy shall be College-wide.

**III. POLICY AUDIENCE**

This policy applies to all College members who develop, review, approve, publish, manage, or otherwise engage in the creation, promulgation, and dissemination of College policies.

#### **IV. POLICY COMPLIANCE**

To ensure compliance and accountability, responsible administrators and their offices shall abide by the procedures outlined in this policy for drafting, approving, reviewing, revising, distributing, maintaining, and withdrawing College policies. New and revised College policies shall comply with this policy to be considered official policy and shall be posted on the College's website. As part of the policy review cycle, all existing policies that pre-date this policy shall be aligned to this policy's template over the next three years, when they are up for review.

#### **V. POLICY DEFINITIONS**

**Approval Official:** College's chief executive officer, Chancellor, whose approval is required to adopt or revise a College policy.

**College Policy:** A policy with broad application throughout the College that helps to ensure coordinated compliance with applicable laws and regulations, promotes operational efficiencies, reduces institutional risk, and enhances the College's mission. College policies shall be followed throughout the institution. Specifically, a College policy shall:

- Support the mission of the College.
- Achieve accountability by identifying the office responsible for policy implementation.
- Provide faculty, staff and students with clear, concise guidelines.
- Be presented in a common format.
- Be formally approved by the authorized College official.
- Be maintained centrally and accessible to all interested parties.
- Be linked electronically to procedures for implementing the policy, if applicable.

**Exception(s):** The Chancellor may grant an exception under unique circumstances to any provision of all policies, provided such an exception shall not conflict with applicable federal, state, laws, policies, regulations or LCTCS Board policies. An example of an exception to this policy is an interim policy, where the Responsible Office, with the permission of the Chancellor, may establish an interim policy in a special or emergency situation. Such a situation may include a change in federal or state law, a significant and immediate financial opportunity, or a major institutional risk. An interim policy shall remain in force for up to one year from the effective date of issuance.

**LCTCS:** The acronym for the Louisiana Community and Technical College System.

**Policy Review Cycle:** All College policies shall be reviewed by the Responsible Office no later than every three years from the effective date or the last update or review, to ensure that the information in the policy remains accurate and that the policy is still necessary and effective in its current form. Revisions that affect the substance or scope of the policy shall follow the policy development and approval process; however, minor revisions and changes in contacts, may be made by the Responsible Office and posted without review. If a policy needs to be withdrawn, that information shall follow the policy development and approval process along with any

replacement policy. Review, revision, and withdrawal actions shall be noted in the history section of the College policy. The Responsible Office forwards the recently approved and signed version to the Chancellor's Office for publishing on the policy webpage.

**Policy Classification:** Within the Policy Catalog, College policies shall be classified as follows:

- Academic, Workforce and Student Development
- Finance & Administration
- Human Resources
- Institutional Advancement
- Institutional Effectiveness
- Information Technology
- Safety
- Compliance

**Policy Template:** The policy template serves as the official formatted template used for posting College policies. All College policies shall be published using Times New Roman 12-point font.

**Procedure:** A procedure is a guideline or series of interrelated steps taken to implement a College policy. Procedures for a College policy shall:

- Identify, include, and/or link to the applicable College policy.
- Be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed.
- Be reviewed and updated based on the policy's review cycle to ensure agreement with the most recent revision to the corresponding policy.
- Require the approval by the College policy's Responsible Official.

**Responsible Office:** Office charged with overall supervision of a College policy within the purview of that office. The responsible office is responsible for the timely review and updating of the policy.

**Responsible Official:** Highest ranking official, usually a Provost, Vice Chancellor, or a member of the Chancellor's Executive Team, whose office is charged with overall supervision of a College policy.

## **VI. POLICY IMPLEMENTATION PROCEDURES**

**Policy Development, Review and Approval Process:** The Responsible Official shall initiate the development of a new College policy or shall initiate the review of an existing College policy within their jurisdiction. Consistent with the tenants of shared governance, the development and review of all academic policies shall include the faculty and a representative of the Faculty Senate. Finally, where applicable, the Responsible Official may include student representatives in the development of proposed College policies.

The Responsible Official shall use the Official Policy on Policies Template to submit a new or updated draft College policy to a Chancellor-appointed institutional group chaired by the Chancellor of the College or their designee for review and initial approval. The Official Policy on Policies Template shall be accompanied by a Policy Routing Form.

The proposed College policy will be reviewed by a Chancellor-appointed institutional group and forwarded to the Chancellor's Executive Team for action or returned to the Responsible Official with comments for review and re-submission.

Upon receipt by the Chancellor's Executive Team, the proposed College policy may either be approved and forwarded to the Chancellor for action or returned to Responsible Official with comments for review and re-submission to a Chancellor-appointed institutional group.

The proposed College policy may either be signed and approved by the Chancellor or returned to the Responsible Official with comments for review and re-submission to the College's Executive Team. Any action by the Chancellor to either approve or reject a proposed College policy herein shall constitute a final action for the purpose of this Policy on Policies.

**Policy Archiving Process:** If a policy is withdrawn (deleted) or withdrawn and replaced or incorporated into a new policy, the proposed College policy will be reviewed by a Chancellor-appointed institutional group and forwarded to the Chancellor's Executive Team for action. Policies that are incorporated into new policies must be referenced in the "Policy History and Review Cycle" section of the new policy.

## **VII. POLICY RELATED INFORMATION**

LCTCS Board policies are located at [www.lctcs.edu/policies/](http://www.lctcs.edu/policies/).

## **VIII. POLICY EXCEPTION**

The Chancellor may grant an exception under unique circumstances to any provision of college policies, provided such an exception shall not be in conflict with applicable federal, state, laws, policies, regulations or LCTCS Board policies.

## **IX. POLICY HISTORY AND REVIEW CYCLE**

This policy includes minor revisions to the original policy and supersedes the original. The effective date of this policy is determined by the approval date of the College's Chancellor. This policy is subject to the College's standard three-year policy review cycle, which commences after the effective date of the policy.

## **X. POLICY URL**

This policy may be accessed on the College's website at [www.mybrcc.edu](http://www.mybrcc.edu).

**XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**



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Willie E. Smith, Sr., Ed.D.  
Chancellor

12/18/2023

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Date

*Effective Date of Policy*