



Revision Responsibility: President
Responsible Executive Officers: President

Source/Reference: [TBR Policy 1:03:10:00](#)
[TBR Guideline G-010](#)

PURPOSE

The purpose of this policy is to designate responsibility and identify the process for development and/or revision of Columbia State policies and procedures.

POLICY

- I. The president and the vice presidents are responsible for developing and revising institutional policies and procedures to reflect changes in institutional requirements, Tennessee Board of Regents (TBR) policies and guidelines, and other applicable federal, state, and authoritative sources.
- II. In development and interpretation, Columbia State policies and procedures are for implementation of TBR policies and guidelines, as well as for requirements related to Columbia State specific operations. TBR policies and guidelines take precedence over Columbia State policies and procedures.
- III. The president has ultimate authority for approving changes in institutional policies and procedures.

PROCEDURES

- I. Development of New Policies
 - A. Any employee identifying the need for a new policy is to submit a written recommendation to the president or vice president. The recommendation is to include (a) proposed title; (b) source/reference policies if applicable; (c) name of employee proposing the changes and the current date; (d) the purpose; (e) the rationale as to why the policy is needed, and (f) procedures outline.
 - B. Upon receipt of the recommendation, the president will submit the recommendation to the Cabinet to determine whether a new policy is required.
 - C. If a new policy is required, the president or designated vice president, working with faculty and/or staff during the development of the policy, will oversee the writing of a draft policy and solicitation of comments from appropriate offices and/or faculty and staff, including appropriate committees.

- D. The draft is to be submitted to the executive officer of responsibility for forwarding to the Cabinet. The executive officer then requests the policy to be placed on the Cabinet agenda.
- E. The draft policy is reviewed by the vice presidents and president. It is approved or sent back to the writer or appropriate committee for review and comments via the executive officer of responsibility for resubmission or deletion.
- F. Approved policies are formatted and presented for the president's signature.
- G. Employees are notified via email of the new policy. The approved policy is posted on the Columbia State website and added to the *Columbia State Policies and Procedures Manual*.

II. Revision of Existing Policies and Procedures

- A. If authoritative sources (Federal, State, or Governance) change, the employee designated with revision responsibility is to draft the recommended changes in concert with their immediate executive officer. Once a draft is finalized, the executive officer is to place the revised policy on the Cabinet agenda for discussion and action.
- B. If college processes change, the employee designated with revision responsibility should present the change in question to the responsible executive officer. The executive officer places the proposed change(s) on the Cabinet agenda for discussion and direction pertaining to policy revision.
 - 1. If Cabinet determines that policy revision is needed, the executive officer in concert with the employee designated with revision responsibility, recommends appropriate change(s).
 - 2. The executive officer places the revised policy on the Cabinet Agenda for discussion and action.
 - 3. A revised policy may be forwarded to appropriate committee for review prior to final Cabinet action.
- C. If policies require minor edits (ex: Title change) the policy may be reviewed by Cabinet or the president may approve the edits without Cabinet review.
- D. New or revised policies, following approval action by Cabinet, are formatted and presented to the president for signature.



III. Cataloging of Policies

- A. Employees are notified via email of the policy changes. The approved policy is posted on the Columbia State website, ChargerNet, and added to the Columbia State Policies and Procedures Manual.
- B. Columbia State policies and procedures are to be reviewed annually by the executive officer of responsibility or designee, and updated accordingly.
- C. A log of reviews and updates is maintained by the executive assistant to the president.

IV. Communication of Policies and Procedures

- A. All TBR Policies and Guidelines can be accessed at [TBR Policies and Guidelines](#).
- B. The office of the president is the clearinghouse for TBR and institutional policies and procedures.
- C. All Columbia State Community College Policies and Procedures can be accessed on the [College's web page](#).
- D. The office of the president is responsible for ensuring that the Manual (electronic) is kept up-to-date and notifying employees via e-mail when new Columbia State policies/procedures are added or current policies/procedures have had substantive changes or have been deleted.
- E. TBR Policy changes are documented in Board minutes. Copies of minutes from the TBR Board meetings are available on the [TBR web page](#).

IV. Policy Numbering

Policies will be numbered by the President's office to align with TBR policies as much as possible. Thus, all policies will have a number designation in one of the following categories:

- A. 01 - Governance and Organization
- B. 02 – Academics
- C. 03 – Student Services
- D. 04 – Business and Finance
- E. 05 – Personnel
- F. 06 – Safety and Security
- F. 07 – Operations and Facilities