COLLEGE POLICY DEVELOPMENT

PURPOSE

The purpose of this policy is to establish rules for the development, approval, and adoption of an Edison State Community College policy.

POLICY STATEMENT

Policies can be found in the Edison State Community College *Policies and Procedures Manual*, the Student Handbook, the *Edison State Community College Online Catalog*, and the web-site at www.edisonohio.edu.

A College policy is a rule that has College-wide applicability. A policy may include governing principles, it may either mandate or constrain action, it may ensure compliance with law, or it may mitigate the College's risk. A proposed policy must be approved by the Board of Trustees before it becomes official. The Chief Human Resources Officer is responsible for developing procedures to implement College policies. Many departmental or divisional processes, although useful and important, do not meet the criteria above and, therefore, are not considered College policies or procedures, and are referred to as internal guidelines.

With the authorization of the appropriate vice president or dean, a department may be authorized to adopt appropriate policies and procedures for the discharge of responsibilities and governance of the unit. All departmental and divisional policies and procedures that define or elaborate College policies and procedures must be consistent with College policies and procedures. To the extent that any departmental policy or procedure conflicts with any College policy or procedure, then the College policy or procedure prevails.

The policies found in the *Policies and Procedures Manual* apply to all Edison State Community College faculty and staff, subject to rights and obligations specified in the current faculty collective bargaining agreement (see Policy No. 4.0).

The requirement to comply with the policies, procedures, and standards found in the *Policies and Procedures Manual* is a condition of employment.

Please see procedure 3358-1-01 for steps on creating, or revising, and submitting a College policy.

PERSONS AFFECTED

All Edison State Community College stakeholders.

DEFINITIONS

PROCEDURE

Detailed guidance on how to implement and adhere to a particular policy; may include necessary actions, responsibilities, steps, or timelines. Procedures are aligned with specific College policies and are numbered accordingly.

INTERNAL GUIDELINES

Set of rules, principles, or instructions that are specific to a particular department within the College.