

Polk State College Procedure

Subject	Reference	Date	Number
Procedure on Rules and Procedures		10/31/06	6073

I. Purpose

The purpose of this procedure is to provide guidelines for the following:

- a. Developing, promulgating and implementing a new official Polk State College Rule or Procedure
- b. Reviewing existing Rules or Procedures on a regular, established schedule
- c. Eliminating Rules or Procedures that are no longer valid or appropriate
- d. Revising existing Rules or Procedures

II. Procedure

A. New Rule or Procedure Development:

1. A new Rule or Procedure may be suggested or recommended by anyone.
2. President's Staff members are responsible for the development of new Rules or Procedures specifically applicable to the operational areas or activities for which they have administrative responsibility and authority.
3. Actual Rule or Procedure development may be assigned to a committee or to a work group.
4. Rule or Procedure development will be an inclusive, collegial and collaborative process.
5. At the conclusion of its work, an assigned committee or work group will submit the proposed Rule or Procedure to the staff member responsible for the development of the Rule or Procedure.
6. After review of the proposed Rule or Procedure, the staff member may submit it to President's Staff for final review.
7. President's Staff may take one of three actions:
 - a. Accept the Rule or Procedure and initiate the process for adoption, promulgation and implementation.
 - b. Reject the Rule or Procedure, or
 - c. Return the rule or Procedure to the appropriate staff member for recommended revisions.
8. Revisions of existing Rules or Procedures will follow the process outlined above.

B. Planned existing Rule or Procedure review

1. Each Rule and Procedure will be reviewed once every three calendar years.
2. The Administrator listed on a specific Procedure as the "Responsible Administrator" will be responsible for reviewing that Procedure.

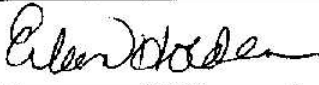
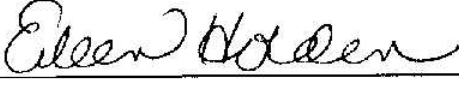
3. The President's Staff will designate the administrator responsible for reviewing each existing specific Rule.
4. The Staff Assistant assigned as Secretary to the DBOT will provide support for the review process, and will maintain the review schedule.
5. For a Rule or Procedure to be eliminated, the appropriate staff member will submit it to President's Staff for review.
6. If deletion is approved, the Staff Assistant will be responsible for documenting the deletion, and for notifying staff of the deletion.
7. A Rule or Procedure may be reviewed and revised out of the planned sequence if changes in State Rules, Statutes, or other intervening factors necessitate it.
8. Rule and Procedure revision will follow the process outlined in "I" above.

C. Promulgation and Implementation

1. Once a new or revised Rule or Procedure is approved either by the District Board of Trustees or by the President's Staff, as appropriate, the Staff Assistant will be responsible for posting copies of the approved Rule or Procedure on the College website.
2. The Staff Assistant is also responsible for notifying staff of the publication of each new or revised Rule or Procedure.
3. Each staff member is responsible for adhering to College Rules and Procedures.

History: Adopted: 05/22/2000
 Revised: 10/31/06

Distribution: All Holders of PSC Procedure Manual
 All Faculty

	10/31/06		
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			10/31/06
President's Approval			Date