

# Polk State College Procedure

Subject	Reference	Date	Number
Procedure on Rules and Procedures		6/9/15	6073

## I. Purpose

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

- a. Developing, promulgating, and implementing a new 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- c. Eliminating rules or procedures that are no longer valid or appropriate; and
- 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 President's Staff member responsible for the development of the rule or procedure.
6. After review of the proposed rule or procedure, the President's Staff member will submit it to President's Staff for initial review.
7. President's Staff may take one of the following actions:
  - a. Accept the rule or procedure and initiate the process for adoption, promulgation, and implementation.
  - b. Initiate the review process through Faculty Senate and District Campus Group (DCG).
  - c. Reject the rule or procedure, or
  - d. Return the rule or procedure to the appropriate President's Staff member for recommended revisions.

### B. Revisions of Existing Rules or Procedures will Follow the Process Below:

1. Rule or procedure development will be an inclusive, collegial, and collaborative process.
2. At the conclusion of its work, an assigned committee or work group will




- submit the proposed rule or procedure to the President's Staff member responsible for the development of the rule or procedure.
    3. The President's Staff member will initiate the review process through Faculty Senate and District Campus Group (DCG).
    4. After review by Faculty Senate and DCG, the President's Staff member may:
      - a. Refer rule or procedure back to committee, or
      - b. Forward rule or procedure to President's Staff.
    5. President's Staff may take one of the following 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 President's Staff member for recommended revisions.
- C. Review of Existing Rules or Procedures Requiring No Changes will Follow the Process Below:
  1. Rule or procedure review will be an inclusive, collegial, and collaborative process.
  2. At the conclusion of the review, an assigned committee or work group will submit the rule or procedure to the President's Staff member responsible for the development of the rule or procedure.
  3. The President's Staff member will initiate the review process through Faculty Senate and District Campus Group (DCG).
  4. After review by Faculty Senate and DCG, the President's Staff member may:
    - a. Refer rule or procedure back to committee, or
    - b. Forward rule or procedure to President's Staff.
  5. Once the rule or procedure is approved either by the District Board of Trustees or President's Staff, as appropriate, the approved rule or procedure will be posted on the College website with the meeting date (either the District Board of Trustees meeting or the President's Staff meeting) captured under "History" with "Reviewed no changes"
- D. Planned Existing Rule or Procedure Review
  1. Each rule and procedure will be reviewed once every five calendar years.
  2. The Administrator listed on a specific rule or procedure as the "Responsible Administrator" will be responsible for reviewing that rule or procedure.
  3. The President's Staff will designate the administrator responsible for reviewing each existing specific rule.
  4. 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.

E. Promulgation and Implementation

1. Once a new or revised rule or procedure is approved either by the District Board of Trustees or President's Staff, as appropriate, the approved rule or procedure will be posted on the College website with the date of the meeting (either the DBOT meeting or the President's Staff meeting where the rule or procedure was approved) under "Last update."
2. Each employee is responsible for adhering to College rules and procedures.

**History:** Adopted: 05/22/2000  
 Revised: 10/31/06; 1/28/13 and 6/9/15

	6/9/15		6/9/15
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			6/9/15
President's Approval			Date