

## DEVELOPMENT AND APPROVAL OF POLICY

### 1. General

The policies of Northern New Mexico College have broad application throughout the college. They help ensure compliance with applicable laws and regulations, enhance the College's mission, promote operational efficiencies, and reduce institutional risk. To develop effective policy, the College seeks input from both subject matter experts and from individuals affected by the policy.

### 2. Development of Policy

Administrators, who have a lead responsibility for policies as part of his/her responsibilities will develop policies. The administrator will work with subject matter experts and individuals representing areas impacted by the policy to develop a preliminary draft. The draft is then circulated for review and comment to major campus constituent groups, such as the Faculty Senate, President's Executive Team, and Deans' Council. At the same time, legal counsel reviews the policy for legal sufficiency. Based on the received comments, the policy draft is refined and prepared for subsequent review.

### 3. All-Campus Review of Policy

The refined policy draft is posted on the College website for a 15-day, all-campus review and comment period. Comment periods may be shorter or longer if there is a legal, administrative, or business need. The comment period is announced on the College website. The administrator, typically in conjunction with the core group involved in the development of the draft, reviews the comments received and, as appropriate, drafts additional changes to the policy.

### 4. Process Owner

The administrator or designee will serve as the process owner for the functions covered by the policy. The process owner is responsible for policy implementation.

### 5. Approval and Distribution of Policy

All new and revised policies in must be endorsed by the President's Executive Team and approved by the College President. The College President will forward the recommended policy to the Board for approval.

### 6. Dean, Director, and Department Head Responsibilities

Deans, directors, and department heads, or their designees, are responsible for:

- informing their employees of new policies or changes to existing policies; and
- ensuring that all related departmental processes, procedures, and documents are updated to reflect new or revised policies.

Instead of maintaining printed copies of policies, departments and other units should refer to the online version of all college policies to ensure that they refer to the most recent versions.

## 7. Minor Changes or Corrections to Policy

### 7.1 Minor Changes

If the College determines that proposed changes are minor in nature and either required by regulatory changes or necessary to conform to current practices, an abbreviated policy revision process may be used. Such changes to policy are not sent to the campus for an all-campus review and comment period, but must still be endorsed by the Vice Presidents and approved by the College President

### 7.2 Corrections

Without requesting written approval of each change, the College may revise affected policies to correct departmental or other unit names, position titles, grammatical errors, typographical errors, Uniform Resource Locator (or URL) links, or other similar occurrences.