

Policy Statement

All official Finger Lakes Community College policies shall be formatted using the approved standard policy template.

All new policies, amendments to, and repeals of existing policies, shall be subject to approval by the College President and, to the extent required by law, by the Finger Lakes Community College Board of Trustees.

Upon approval in accordance with the terms of this policy, all new or amended policies shall be posted to and all repealed policies shall be removed from the hard copy and electronic versions of the College's Centralized Policy & Procedures Manual.

Subject to such restrictions as may be imposed by applicable law, the College President may implement interim policies or amend or repeal existing policies on an interim basis without prior compliance with the terms of this policy under circumstances where s/he deems such action to be necessary to protect the wellbeing of persons, property or the reputation of the College, or in other situations in which s/he reasonably believes that a policy must be implemented, amended or repealed before such action can be reviewed in accordance with this policy. The interim action shall, as soon as is reasonably practicable, be considered for permanent implementation in accordance with the review and approval requirements set forth above.

Beginning in September 2012 and every two years thereafter in September, in accordance with a schedule to be specified by the College President, each division head shall review all existing policies within his/her areas of responsibility to determine whether the adoption of new policies, and/or the amendment or repeal of existing policies, is necessary or advisable.

Reason for Policy

This policy is designed to ensure compliance with NYS Education Law, Part 604, and that College policies are centrally maintained for accuracy and relevance, are readily available, are consistent in terms of format, and are developed and amended with approval from the necessary members of the College community.

Applicability of the Policy

All members of the College community should be familiar with this policy.

Definitions

None

Related Document

- NYS Education Law, Part 604

Review dates/action taken (requires Board of Trustees approval):

- May 2010: original approval date
- Fall 2012: no policy revisions
- September 2013: revisions approved by the Board of Trustees
- Fall 2014: no revisions

Procedures

Finger Lakes Community College formally approves, promulgates in a consistent format, and centrally maintains all official College policies. Personnel responsible for creating, updating, and distributing College policies must comply with the conditions and procedures that are outlined in this policy, which explains the standardized policy format, and outlines the procedures for formulating, approving, issuing, and amending policies.

Review of Proposals for New Policies

Members of the college community desiring to propose a new policy should contact the division head having responsibility over the subject matter to initiate a discussion of the proposed policy. The division head may, but shall not be required to, request that a written proposal and/or draft proposed policy be submitted for consideration. The division head shall consider the proposal with input from other appropriate division personnel as s/he deems necessary or advisable. If the division head believes the proposed policy to be meritorious, s/he shall present it to the President's Cabinet for review and discussion. If, following discussion at a President's Cabinet meeting, the President desires to pursue implementation of the policy, s/he will request that the division head arrange for the preparation of a formal proposed policy for review by the President's Cabinet. The President then takes the proposed policy to the Governance Executive Committee, which will determine whether the draft policy should be reviewed by the Academic Senate and/or the College Council. The appropriate governance group(s) will review the proposed policy and submit a formal recommendation to the President.

Review of Proposals for Amendments to or Repeal of Existing Policies

Members of the college community desiring to propose an amendment to, or repeal of, an existing policy should contact the division head having responsibility over the subject matter to initiate a discussion of the proposed amendment or repeal. The division head may, but shall not be required to, request that a written proposal and/or draft proposed amendment be submitted for consideration. The division head shall consider the proposed amendment or repeal, with input from other appropriate division personnel as s/he deems necessary or advisable. If the division head believes the proposal to be meritorious, s/he shall present it to the President's Cabinet for review and discussion. If, following discussion at a President's Cabinet meeting, the President desires to pursue implementation of a proposed amendment, s/he will request that the division head arrange for the preparation of a formal amendment for review by the President's Cabinet. If, following discussion at a President's Cabinet meeting, the President desires to pursue implementation of a proposed repeal, s/he shall make arrangements for approval thereof as required by this policy.

Approvals

All new policies, amendments to, and repeals of existing policies, shall be subject to written approval by the President and, to the extent required by law, by the College's Board of Trustees.

Changes to procedures do not require formal review by governance bodies, although feedback on proposed procedural changes may be offered by Academic Senate and/or College Council during the review process. Proposed procedural changes do not require formal written approval by the President or by the College's Board of Trustees.

Changes to procedures are presented to the President's Cabinet by the appropriate division head for informational purposes, and once approved by the President updated procedures are included in the centralized policy/procedures manual, posted in the College intranet and distributed to members of the campus community who are charged with implementation.

Bi-Annual Review

Beginning in September 2012 and every two years thereafter in September, in accordance with a schedule to be specified by the President, each division head shall review all existing policies within his/her areas of responsibility to determine whether the adoption of new policies, and/or the amendment or repeal of existing policies, is necessary or

advisable. If a division head believes such action to be necessary or advisable, s/he shall present it to the President's Cabinet for review and discussion. If, following discussion at a President's Cabinet meeting, the President desires to pursue implementation of a proposed new policy or an amendment to an existing policy, s/he will request that the division head arrange for the preparation of a formal draft for review and approval as required by the terms of this policy. If, following discussion at a President's Cabinet meeting, the President desires to pursue implementation of a proposed amendment or repeal, s/he shall make arrangements for approval thereof as required by this policy.

Distribution

Upon approval in accordance with the terms of this policy, all new or amended policies shall be posted to and all repealed policies shall be removed from the hard copy and electronic versions of the College's Centralized Policy Manual. The division head or college attorney, upon direction from the President, may provide for direct communication of the new or amended policy to affected constituencies.

Emergency Interim Action

Subject to such restrictions as may be imposed by applicable law, the President may implement interim policies or amend or repeal existing policies on an interim basis without prior compliance with the terms of this policy under circumstances where s/he deems such action to be necessary to protect the well-being of persons, property or the reputation of the College, or in other situations in which s/he reasonably believes that a policy must be implemented, amended or repealed before such action can be reviewed in accordance with this policy. The interim action shall, as soon as is reasonably practicable, be considered for permanent implementation in accordance with the review and approval requirements set forth above.

Forms/Online Processes

- FLCC Policy Template

Appendix

- None

Review dates/action taken:

- May 2010: original effective date
- Fall 2012: review; no revisions
- September 2013: revisions
- Fall 2014: no revisions

**FINGER LAKES COMMUNITY COLLEGE
CENTRALIZED POLICY MANUAL INITIATIVE - POLICY TEMPLATE**

This template is designed to lend structure to policy information and ensure consistency from one policy document to another. It contains major sections representing broad categories of policy information. These major sections appear in every policy document, providing the framework for the information, which should be further divided into subheadings, as described below.

Policy Name: _____

Policy Number: _____

Responsible for Policy: _____

Most recent approval date: _____

Policy Statement

The Policy Statement states the requirement or restriction which this policy is placing on the college community, and why, but doesn't describe "how-to" procedures; generally two to four sentences.

Reason for Policy

The Reason for Policy recognizes the legitimate interests of all parties, describes the problem or conflict the policy will resolve, and cites any legal or regulatory reasons for policy; generally two to four sentences.

Applicability of the Policy

The Applicability of the Policy describes the persons who are affected by, and should be familiar with, the policy.

Definitions

Defines terms that are used within the document, that are unfamiliar, technical, or that have specialized meanings in the policy. Terms are listed in alphabetical order.

Related Documents

The Related Documents lists related college policy documents, as well as all college and external documents that are required to complete the procedures or that provide helpful, relevant information:

- a. College Documents (policies, guidelines, contracts, etc.)
- b. Other Documents (laws, regulations, external guidelines, etc.)

Related Documents

- New York State Education Department Regulations, 8 NYCRR Parts 604.2, 604.3

Review dates/action taken (requires Board of Trustees approval – *include if required*):

- _____: original approval date
- _____: review date

Separate document attached to the policy (*does not require Board of Trustees approval*)

Procedures

Discuss procedures for compliance with policy statement.

Forms/Online Processes (optional)

Forms/Online Processes should be included with information on how to obtain any forms or perform any online processes that are required for compliance with the policy.

Appendix (optional)

Appendices are used for informational material that is helpful, but not directly related to the implementation of the policy. All of the information included here should be arranged under additional subheading(s) within the section.