

Revision Form and Guidelines Administrative Policies and Procedures Formulation



Policy #: _____ Preparer(s): _____ Date: _____

Policy Name: _____

Description of Change/Revision: _____

Please review and initial for your approval to proceed:

Dr. Clint Ewell, Vice President of Finance and Administrative Services		Date:	
Rodney Jenkins, Vice President for Community Relations		Date:	
Dr. Ron Liss, Vice President of Instructional Support and Student Development		Date:	
Policy Review Committee:		Date:	
President's Leadership Team:		Date:	
President:		Date:	

Notes (changes requested): _____

Individuals/departments identify a "gap" in written documentation:

1. Check for existing, related administrative documentation.
 2. Identify affected parties. Most subjects have implications for other departments and collaboration is required.
 3. Determine the appropriate documentation (administrative policy vs. Departmental procedure vs. guideline, for example).
 4. Research designated YC benchmark institutions, as well as aspiration schools, as applicable to the subject.
 5. Develop new or revised administrative policy and/or procedure, ensuing clarity, readability, and consistency with other documentation:
 - i. Draft new or revised policy consistent with the required format.
 - ii. If applicable, submit to College attorney for legal review.
 - iii. Submit for review and approval through the departmental management structure, through and including the applicable Vice-President
- A. The applicable Vice-President will submit the reviewed/approved draft, along with all the review/approval documentation, to the Chair of the Policy Review Council for review and discussion.
- B. The Policy Review Council is currently comprised of Director HR (Chair), Faculty Association President, Faculty Assn. Chair of College Standards, Faculty Assn. Chair of Faculty Affairs, Yavapai College Staff Association (YCSA) President, Academic Dean, Comptroller, Dean of Student Development, Dean of Instructional Support, Vice President for Community Relations and departmental policy writers as applicable and appropriate to the agenda. The council meets bi-weekly or less frequently, as necessitated by the volume of submissions.
- C. The Policy Review Council considers recommendations, solicits feedback from College Community, reconsiders recommendation based on feedback, and ultimately makes a final recommendation to the President's Leadership Team (PLT). The President, through the PLT, makes the final decision.