

**Yavapai College (YC)
Administrative Policies and Procedures
Formulation and/or Revision Guidelines
May, 2018**

POLICY STATEMENT

1) Definitions

- a) **YC Administrative Policies** help anchor the College on substantive strategic issues; the subject matter requires review and approval of the College President. These documents support the College’s mission as a representation of organizational strategies (as established in the District Governing Board Policy Manual, for example), ensure compliance with applicable laws and regulations, promote operational efficiencies, and/or reduce the College’s risks.
- b) **YC Administrative Procedures** drive actions associated with a particular policy. They outline the tactical implementation of policies. They evolve and change over time as new tools emerge, new processes are designed, and the risks associated with an area changes in response to internal or external environmental changes.
- c) **Departmental Policies and/or Procedures** are specific to a department based on operational needs; the subject matter does not require review and approval by the College President. They may clarify College policies or procedures, but may never conflict.
- d) **Guidelines** are best practices supported by consensus. Users should attempt to follow guidelines but they are not compulsory. They are optional but recommended, and typically use the word “should” instead of “must”. Guidelines might be issued by a central function, for example, to help provide consistency, when, for example, work is to be done by a distributed group of individuals who cannot be compelled to comply with a policy.
- e) **Handbooks** are instructions or guidance that serve as organizing tools and central references for existing material in a particular field or for a particular group of people. They are a reflection of existing policies/procedures that have all gone through the review and approval process. They may clarify College policies or procedures, but may never conflict.

2) Writing Guidelines

- a) Each policy has the following components:
 - i) Specific header banner that identifies it as a Yavapai College Policy
 - ii) Number tied to the applicable policy section
 - iii) Carefully selected title that is simple and clearly conveys the policy’s content
 - iv) Policy History section lists effective dates, and relevant changes

- v) A policy statement of the rationale for the policy, including if appropriate, reference to District Governing Board Manual or external regulations.
 - vi) Page Number on the footer of all subsequent pages
 - vii) Structured presentation so that the user can quickly focus on the aspect of policy or procedure relevant to his/her decision/task at hand, and a paragraph numbering system that permits them to be cited easily
 - viii) Garamond 12 Type
- b) Each policy may have the following components:
- i) Definitions of terms used in/critical to the document
 - ii) Implementation procedures to carry out the intent of the policy, if applicable. Procedures should be developed with the customer/user in mind, and where possible, with customer/user involvement. Avoid information that may be quickly outdated (e.g., names); if using an acronym, spell it out the first time used
 - iii) Information integral to the document (forms, processing calendars, flowcharts, related policies, references for more information) referenced using imbedded hyperlinks
- 3) Template** (*this document serves as the template*)
- 4) Process for Policy Changes**
- a) Individuals/departments identify a “gap” in written documentation
 - i) Check for existing, related administrative documentation.
 - ii) Identify affected parties. Most subjects have implications for other departments, and collaboration is required
 - iii) Determine the appropriate documentation (administrative policy vs. departmental procedure vs. guideline, for example)
 - iv) Research designated YC benchmark institutions, as well as aspiration schools, as applicable to the subject
 - v) Develop new or revised administrative policy and/or procedure, ensuring clarity, readability, and consistency with other documentation
 - a) Draft new or revised policy consistent with the required format.
 - b) If applicable, submit to College attorney for legal review/ alignment with existing policies
 - c) Submit for review and approval through the departmental management structure, through and including the applicable Vice-President(s)
 - a. The applicable College Vice-President(s) will submit the reviewed/approved draft, along with all of the review/approval documentation, to the Chair of the Policy Review Council for review and discussion.
 - b) The Policy Review Council (PRC) is currently comprised of Director Human Resources (Chair), and/or designees from the Faculty Association, (President, Faculty Affairs Chair), College Standards Chair), Yavapai College Staff Association (YCSA), Associate Vice-President, Student Success and Dean SHPS, Director for Business Services/Controller, Associate Vice-President and Dean for Student Development, Instructional Support Dean, Yavapai College Foundation, and departmental policy writers as applicable and appropriate to the agenda. The Council meets as necessitated by the volume of submissions.
 - c) The Policy Review Council considers recommendations, solicits feedback from College Community, reconsiders recommendations 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.

5) Notification of Policy Changes

- a) When the policy addition/change is approved, the applicable policy writer ensures that:
 - i) all backup material relevant to the change is posted into the YC Shared Drive
 - ii) the new/revised policy is posted electronically, in PDF format, on the applicable webpage
 - iii) notification of the change to all employees is made via Newsflash and that required
 - iv) applicable orientation/training is conducted, if needed
 - v) the old document/policy is archived into the YC Shared Drive

PROCEDURE

RELATED INFORMATION

[Policy Revision and Formulation form](#)

POLICY HISTORY

Adopted December, 2010
Revised 05/15/2018
