

Pine Technical and Community College Procedure

1PTCC.1.1: Policy Development, Approval and Review

for [1PTCC.1 Policy Development](#)

Chapter: 1 – College Organization and Administration

Section: A – College Operations

Date: 2/28/2019

Part 1: Policy Development

All policies and procedures for Pine Technical and Community College will be created in the format outlined below.

Proposed policies/procedures or policies/procedures with significant modifications may be initiated by any college employee or group of college employees. Prior to submission, the employee shall vet the proposal or modifications to appropriate stakeholders to ensure viability and collective input. Proposals will be submitted to the responsible cabinet member listed below who will sponsor the proposal through the approval process.

Part 2: Policy Approval and Storage

Once submitted to cabinet, the sponsor will bring the proposal to the following groups to obtain approval, as appropriate.

- Policy/Procedure will be dispersed for comment and feedback via electronic means.
- Academic Affairs Standard Council (for curricular matters) and/or Faculty Shared Governance Council (for general faculty matters).
- Cabinet Meeting for consensus and Presidential approval.

All policies and procedures will be brought forward to the Cabinet for adoption and Presidential approval. Adopted policies and procedures will be stored in the electronic warehouse and posted to the college website.

Part 3: Policy Review

Responsibility for the review of policies and procedures lies with the leadership of the organizational unit responsible for that policy. Each policy shall be reviewed every five years.

Policy and Procedure Numbering System

Chapter 1 – College Organization and Administration

Section A: College Operations

Section B: Equal Education and Employment Opportunity



Section C: Code of Conduct & Ethics

Creation/Revision Responsibility: Chief Human Resources Officer

Chapter 2 – Students

Creation/Revision Responsibility: Vice President of Academic and Student Affairs

Chapter 3 – Educational Policies

Creation/Revision Responsibility: Vice President of Academic and Student Affairs

Chapter 4 – Human Resources

Creation/Revision Responsibility: Chief Human Resources Officer

Chapter 5 – Administration

Creation/Revision Responsibility: Chief Financial Officer and/or Physical Plant Supervisor

Chapter 6 – Facilities Management

Creation/Revision Responsibility: Physical Plant Supervisor

Chapter 7 – General Finance Provisions

Creation/Revision Responsibility: Chief Financial Officer

Chapter 8 – College Relations

Creation/Revision Responsibility: President's Office

Numbering Examples:

1PTCC.1 – Policy

1PTCC.1.1 - Procedure

2PTCC.2 – Policy

2PTCC.2.1 – Procedure

Related Documents:

Minnesota State Board Policy 1A.1

PTCC Policy 1PTCC.1

Date of Adoption: 4/10/2019

Last Reviewed:

Next Review Date: 4/10/2024

President Approved: 4/10/2019

Custodian of Policy: Chief Human Resources Officer

Procedure History:

Date and Subject of Amendments:

MM/DD/YY – explanation of the amendment