

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Policy Preparation and Revision Guidelines****EFFECTIVE DATE: March 1, 2004; Revised July 1, 2010; Revised February 10, 2021;****Revised January 22, 2024 (updating job title and track changes requirement)****I. Purpose**

The purpose of this policy is to set forth procedures for the creation of new Southwest Tennessee Community College (“Southwest” or “the College”) policies and revisions to existing policies.

**II. Definitions**

Policy- A written statement that mandates, specifies, or prohibits behavior to express basic values of the College, enhances the College’s mission and ensures coordinated compliance with applicable Tennessee Board of Regents (“TBR”) policies and guidelines, as well as applicable laws and regulations, thereby promoting operational efficiency and reduced risk.

Procedure- The operational steps required to accomplish an action that necessitates specific instructions. Generally, a procedure will pertain to a policy and be found therein.

**III. Policy**

The Chief of Staff is responsible for ensuring the validity of the content of the College’s Policies and Procedures Manual. The Chief of Staff will review, submit for publication, and distribute all material to be incorporated in the policy manual.

Any office headed by a chair, director, or administrator of equivalent or higher rank will have authority to initiate material for inclusion in the manual. All material must be reviewed and approved by the initiating department’s chair, director or administrator of equivalent or higher rank prior to taking the additional steps. The material must be prepared in accordance with the prescribed format (See Section III) as an editable Word document, which will be emailed. When revisions are being suggested for an existing policy, the proposed updates should be highlighted, in red font, tracked using the track changes feature, or otherwise easily identified.

Initial review of all proposed material will be by the Chief of Staff. Upon approval, the material will be forwarded by the Chief of Staff to the appropriate governance.

With regard to governances, Southwest Policy [1:03:10:00/9](#) and TBR Policy [1.03.10.00](#) affirm Southwest's recognition of the importance of representative participation by students, faculty and staff in the College's activities that affect them. The College has, therefore, developed governances to represent these groups.

After the material for a new policy has been reviewed by the appropriate governance, it will be given a proposed identification number, which will convert to the policy number if appropriate, and submitted to the President to be added to the agenda of the next President's Cabinet meeting. If necessary, a vote on the material will be taken at the meeting. If the material is approved, the policy will become official and will be signed by the President.

New policies or revisions to existing policies that are necessary due to TBR requirements, government regulations, the President's request, or minor edits do not require a vote. The revisions will, however, be presented to the Governance Groups and at President's Cabinet for information purposes.

A hard copy of the policy will remain in the office of the Chief of Staff. The policy will be added to the online policy manual.

#### **IV. Format of the Policy Manual**

The policy manual's content will be categorized into five major sections.

- 1:00:00:00/0 Governance, Organization, and Policy
- 2:00:00:00/0 Academic
- 3:00:00:00/0 Student Affairs
- 4:00:00:00/0 Business and Finance
- 5:00:00:00/0 Personnel
- 6:00:00:00/0 Administrative Services

Each policy will be identified by a multi-digit number. The first digit will designate the division, the following six digits designate the corresponding TBR Policy Number (when possible), and the last digits designate the College's order of approval. All pages of each policy will contain the complete policy number.

The top of the first page of each policy will provide the policy number, original effective date of the policy, revision dates, and the subject.

The last page of each policy will provide the source, related Southwest policies, and the relevant TBR Policy or Guideline reference number, if any, responsible department. (See attached example).

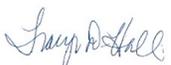
Policies longer than one page must be numbered; page 1 of x (number of pages), 2 of x, and so on. The pagination information will appear on the upper right-hand margin of all pages. All margins will be one inch. For consistency, the font shall be 12 point size Times New Roman. Example forms, vouchers, printouts, and other documents should be included as attachments whenever their inclusion will enhance understanding of the proposed policy or procedure.

Source of Policy: VP, Finance & Admin Svcs

Responsible  
Administrator: Chief of Staff

Related Policy: Southwest 1:03:10:00/9

TBR Policy Reference: N/A

Approved:   
President

Date: January 22, 2024

**EXAMPLE**

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**Source of Policy:** \_\_\_\_\_

**Responsible  
Administrator:** \_\_\_\_\_

**Related Policy:** \_\_\_\_\_

**TBR Policy Reference:** \_\_\_\_\_

**TBR Guideline Reference:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
**President**

**Date:** \_\_\_\_\_