

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):****Revised September 1, 2026****I. Purpose**

The purpose of this policy is to establish requirements for the development, approval, publication, periodic review, and revision of Southwest Tennessee Community College ("Southwest" or "the College") 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. Some policies have procedures found therein. Other Standard Operating Procedures are retained in the offices that own the policy provision.

Minor Edit- A non-substantive correction or update that does not alter policy requirements, responsibilities, authority, rights, or obligations.

Substantive Revision- A change that alters policy requirements, responsibilities, authority, rights, obligations, or College operations.

III. Policy

The Chief of Staff is responsible for coordinating the policy development and review process, maintaining the official Policy Manual, and submitting approved materials for publication. The originating department is responsible for subject-matter expertise and the substantive accuracy of proposed policy content.

Any office headed by a chair, director, or administrator of equivalent or higher rank may initiate material for inclusion in the manual. Before submission, the material must be reviewed and

approved by the initiating department's chair, director, or administrator of equivalent or higher rank. Material must be prepared in the prescribed format (See Section IV below) and submitted electronically in an editable format designated by the Chief of Staff. Proposed revisions to an existing policy must be shown using Word's Track Changes feature.

The Chief of Staff will conduct the initial review of proposed material and determine whether governance review is required, and which governance group or groups should review the proposal. Proposed policies shall also be reviewed, as appropriate, for consistency with applicable law, regulation, accreditation requirements, and TBR policies and guidelines.

Regarding governance, 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 governance 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 required by TBR policy, law or regulation, accreditation requirements, or the President's request do not require a governance vote unless directed by the President. Minor edits do not require a vote. Minor edits include typographical or grammatical corrections, formatting changes, updated hyperlinks or references, and changes to job titles or organizational names that do not alter the policy's substantive requirements. Such revisions will be presented to the appropriate Governance Groups and President's Cabinet for information.

The official version of each approved policy shall be maintained in the online Policy Manual and in the electronic records maintained by the Office of the Chief of Staff. Superseded versions and approval records shall be retained in accordance with applicable records-retention requirements.

College policies will be reviewed at least once every five (5) years, or sooner when required by changes in law, regulation, accreditation requirements, TBR policy, or operational need. The responsible administrator shall initiate the review and document whether the policy is reaffirmed, revised, or retired.

IV. Format of the Policy Manual

The policy manual's content will be categorized into six (6) 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 identify the source of policy, responsible administrator, related Southwest policies, relevant TBR policy or guideline reference number, if any, approving authority, and approval or revision date. (See attached example.)

Policies longer than one (1) 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 SvcsRelated Policy: Southwest 1:03:10:00/9Approved: 
President

Responsible

Administrator: Chief of StaffTBR Policy Reference: N/ADate: September 1, 2026

EXAMPLE

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: _____

EFFECTIVE DATE: _____

Source of Policy: _____

**Responsible
Administrator:** _____

TBR Policy Reference: _____

Related Policy: _____

TBR Guideline Reference: _____

Approved: _____

President

Date: _____