

# CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Board Policy

**SUBJECT:** POLICY DEVELOPMENT AND REVIEW

**REVIEWER(S):** Board of Directors

## **I. POLICY**

The college will ensure that:

1. Policies are in place to guide all operations of the college;
2. New policies are developed thoughtfully, as needed;
3. Unnecessary policy proliferation is avoided;
4. Policies and policy changes are accessible to staff and students;
5. There is a clear distinction between the policy-making functions of the board, the administration, and the faculty.

## **II. PROCEDURE**

- A. As a subsidiary of Carolinas Medical Center which is a part of Carolinas HealthCare System (the System, CHS), CCHS adheres to the policies and procedures promulgated by the system except in instances when those policies are not appropriate for the college or do not fully meet the needs of the college. Specifically, the College will develop and maintain policies regarding matters such as academic freedom, curriculum development, faculty workload, student rights and responsibilities. The College will default to CHS policy in most instances related to human resources, safety, and workplace standards. For all matters in which the college does not have a separate policy, it defaults to the relevant Carolinas HealthCare System policy.
- B. The College Board of Directors develops and approves board-level policies. Board-level policies are those which articulate the mission and values of the college, and the broad structure and operational hierarchy of the college. The Board delegates to the administration the development and approval of policies and procedures which direct the day-to-day operations of the college. CCHS policies identified as Board Policies will be reviewed at least once every five years. Other CCHS policies and combined policy/procedure documents will be reviewed at least bi-annually. Procedures which are separate from policies are reviewed as needed.
- C. Board-level policy creation and revision begins with the board policy committee and proceeds to consideration by the full board, generally at a routine quarterly meeting. Operational policy creation may be initiated by a recommendation to the president, president's council, leadership team, or by independent observation of need by any member of the staff or faculty. The president will approve the development of all new policies. Generally, policy creation will be delegated to the manager of the functional unit most affected by the proposed policy or most involved with proposed compliance. Any new policy draft will include a list of proposed "reviewers." Those individuals and the president will approve any new policy prior to its being integrated into the policy manual.
- D. Non-board policies will be reviewed at least bi-annually. The regular policy review will be initiated by the administrative secretary at the bi-annual review date. The policy will be distributed to identified "reviewers" for comment. Reviewers solicit input and comment from those affected. The president will study all resulting comments for consolidation and for adherence to the spirit of the policy. Generally, suggestions will be incorporated into the policy revision, or the reviewer will be consulted for additional information/explanation. At the president's discretion, major changes will be brought to president's council and/or other affected groups or individuals for discussion/comment.

- E. Once approved by the president, new policies or policy revisions are posted to the college's shared data drive, where they are accessible to all personnel in a read only format, and to the College Information Portal, where they are accessible to all students.
- F. The president maintains and periodically distributes to all personnel a summary of major policy changes year-to-date. Department managers will review new policies and policy revisions with their staff to assure familiarity with changes.
- G. In addition to posting on the College Information Portal, policy changes which directly affect students will be communicated via the college's student newsletter and the college student handbook/catalog. Major changes which occur within an academic year may necessitate the publishing of an addendum to the handbook/catalog, and notification to students electronically and via bulletin boards.
- H. Faculty's role in policy development and review is to make recommendations or advise managers when the need for a new policy or a policy revision is observed, to provide input on proposed policy revisions when solicited, and to implement all policies and policy changes promulgated. Also, through committee work, faculty are often in the position of developing or advocating for new policies or revisions.
- I. The Policy Development and Review policy and procedure, like all board-level policies, will be reviewed at least every five years.

**III. APPROVAL:**

Name: \_\_\_\_\_ Title: Chair, Board of Directors Date: \_\_\_\_\_