


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure HR_212	
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		Last Revision Date:	
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Section		Subject	Title Policy Development

PURPOSE

LA Delta approves, issues, and maintains all college wide policies using a consistent process and format. A college-wide process provides continuity, ease of access and understanding, and transparent guidance to the college community.

1. Procedures

Policy Development

- When a new policy is needed, the appropriate Responsible Office develops a draft policy or revises a current policy and should actively seek input from appropriate members of the college community.
- Once drafted, the Responsible Office submits the policy draft to the Policy and Procedure committee for review. The policy draft should be accompanied by a written statement setting forth the rationale for the new policy or for any substantive changes to an existing policy. The Policy and Procedure committee will review the content for clarity and to ensure the policy template has been followed.
- The committee will forward the policy draft to the College Council for review and feedback.
- Once reviews and feedback are completed, the Policy and Procedure committee will submit the policy draft to the Chancellor's cabinet for review, with final approval from the Chancellor.
- Following approval, the Policy and Procedure Committee Chair will assure that the new policy is updated in the manual, and will work with the Responsible Office to provide notice to the college community of the new or revised policy.

Policy Format

To ensure consistency, a standard policy template has been created. Use of the standard policy template facilitates the adoption of clear, concise policies and procedures at all levels of the organization. All policies should be in the standard Policy Template and all sections must be included. Policy numbers will be assigned by the Policy and Procedure Committee.