

## **Administrative Procedure**

### **Policy and Procedure Approval Process**

#### **General**

This procedure establishes Mountwest's official process for gaining approval for policies or procedures. While the goal of this procedure is to establish a consistent process for shared governance, please note that the President may approve a procedure at any point in the process at his/her discretion to meet the goals and business needs of the institution.

#### **A. Creation or Revision of Procedures**

1. The **Vice President** with oversight of the procedure will draft a revision or new procedure and prepare a short justification and summary. A brief introduction will be given to **President's Council** for initial discussion, classification, and determination of future approvals needed. Should the President's Council decide at this time that the procedure not have a significant impact on its constituents, or that it is urgent, the President may elect to approve the procedure at this point and forego the remainder of this process.
2. The new procedure draft or revision will be sent to **College Council** for review. The VP of HR or his/her designee should receive a copy of the revision a week prior to college council to be included in the agenda. College Council will discuss and provide input into the presented procedure.
3. After college council review, a 15-day comment period (unless waived by college council vote or the President) will commence for college council, where feedback will be sent via email to the VP of HR.
4. After the comment period, all feedback will be forwarded to the **President's Council** for review and approval or modification of the proposed procedure.
5. **Faculty Council** will have the opportunity to review any **academic related** procedures and will provide input to academic leadership. The procedure and input will then be forwarded to the President for consideration.
6. The **President** has final say on the approval status of any procedure.
7. Once the procedure has been approved in writing via email, the procedure will be made final and published on the college's website.

#### **B. Board Policies**

- Board policies require **final approval by the Board of Governors**.
- The process will be the same as those above, with the addition of Board of Governor approval:
  - President's Council → College Council → Comment Period → President's Council → Faculty Council (if academic) → President → **Board of Governors**

- There are times when a complete internal review of a policy may not be possible due to legal, compliance or urgent business matters. In this case, the Board of Governors will approve/deny policies, which will then be posted online for the required 30-day mandatory comment period. All internal constituents, as well as external constituents, can submit comments for consideration prior to the finalization of a policy.

