

Policy Type: General Administrative
Policy Title: RE-Development of Policies
Policy Number: GA-21

Purpose:

To explain how a campus-wide policy is written.

Scope:

All students, faculty and staff of Green River Community College.

Definitions:

Campus-wide policies: A policy that spans one or more departments or divisions or that affects all students, all staff, or all faculty.

Policy or Procedure:

1. A proposal for a policy may originate from any area of the College. The proposal should impact a broad group on campus such as all students, all faculty, all employees, all classified staff (not a single division or department). An individual or group should take the proposal up their individual chain of command.
2. Once the proposal has been processed, it should go to the policy coordinator who will review the proposal for formatting and numbering. If necessary, the policy coordinator will work with the appropriate personnel to do a preliminary legal review and a review with the collective bargaining agreements.
3. The policy coordinator then takes the proposal to the appropriate representative that attends the President's Staff meetings. That representative serves as the sponsor of the proposal and oversees the policy as it goes through the process.
4. The proposal is brought to the President's staff meeting for discussion. If the policy is of urgent importance, it goes directly to the President for approval. (Note: Criteria for a process to be deemed 'urgent' and not go through the 30 day review process includes: 1) potential harm to people or facility or 2) potential legal liability to Green River.)
5. If the President's staff does not recommend the proposal for review, it is sent back to the originator with comments. The originator may choose to modify the proposal and start it back through the process.
6. If the President's Staff recommends the proposal move forward, the policy coordinator will send an electronic version of the proposed policy to campus leaders of the United Faculty and the Washington Federation of State Employees for a 10 working day review. Following this review, the policy coordinator will post the proposed policy on the GatorNet and solicit campus feedback via a story in the CommuniGator. As well, the policy sponsor may take the proposed policy to appropriate campus groups which may include Instructional Council and Student Senate.
7. During the 30 day review process, the sponsor monitors and collects comments from the review process. The sponsor summarizes the comments and makes modifications to the proposal, if needed. If applicable, the sponsor works with the policy coordinator to handle final legal review and final review with the collective bargaining units.

8. The proposal and a summary of comments is brought to the College President for review.
9. If the President approves the policy, the policy coordinator will then assign the approved policy a number and effective date. This new policy is publicized and posted on the web within 15 days.
10. If the President does not approve the policy, the rationale for not approving the policy is shared with the policy sponsor. The policy coordinator notes on the GatorNet that the policy was not approved.
11. Policies will not be reviewed from June 1 to September 30. However during this period, policies of an urgent nature may go directly to the President for approval after notification has been given to campus union leaders.

Refer to the policy development process flow chart
[\[http://www.greenriver.edu/policies/FlowChart.htm\]](http://www.greenriver.edu/policies/FlowChart.htm) .

Specific Authority:

Law Implemented:

History of Policy or Procedure

Draft:

Adopted: June 29, 2007

Revised: April 5, 2005, February 7, 2006

Reviewed by:

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