SAINT PAUL COLLEGE

Policy and Procedure Development Guidelines

*Adapted from Minnesota West Community and Technical College Policy and Procedure Development

Policy/Procedure

Name:_____

Number:_____ Author:_____

Saint Paul Community and Technical College Policies and Procedures are officially sanctioned rules and processes for the College. Policies and procedures are used to empower members of the College community with the direction and consistency needed for successful process improvement. A new or revised policy must be reviewed and discussed through the appropriate processes before receiving final approval by the President. This document explains the development and key points for Policies and procedures, and provides a template for policy creation and review.

POLICIES	PROCEDURES	GUIDELINES
Describe the rules that apply throughout the College and are guides to decision making under a given set of circumstances. Range from a philosophy to a specific rule, and reflect the College's mission, vision, or values. Include WHAT the rule is, WHY it exists, WHEN it applies and WHO it covers.	Describe the critical steps taken to achieve the policy intent. Are brief, concise, factual and to the point, and usually expressed using lists. (i.e. series of steps). Include HOW, WHEN and WHO is needed to achieve the necessary results. Refer the reader to related documents, forms, work instructions/department rules.	Provide SUGGESTIONS, or best practices, and are not usually requirements, but are strong recommendations. Considered a good idea. Reactive to change and continuous improvement. Must be shared with stakeholders. Not specifically part of a policy or procedure.

Many departmental/divisional procedures and guidelines, although useful and important, do not meet the criteria above, and therefore are not considered College Policies.

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Process: Any member of the College community may submit a new proposed policy for approval by completing and submitting a copy of the Policy and Procedure Development Form. Existing policies are reviewed every five years.

Before the adoption of any change in College policy or procedure other than a technical or legally (compliance) required change, the policy draft must be discussed with appropriate leadership, bargaining and/or student groups. Proposed new or revised policies will also be shared on the College's Policy and Procedure platform for public review prior to formal approval by the College President.

Publication: The Office of the President shall maintain policies and procedures in hard copy format and publish policies on the College's website. Policies shall also be made available to the public upon request.

Format: College policies and procedures should be written in accordance with style and format standards, and include date of implementation, date of approval, and date of revisions (if applicable).

Suggestions for Inclusive Policies

We recommend all policies and procedures

- Use active, rather than passive language.
- Use "must" or "will" if action is mandatory, and use "may" if action is permissive, and avoid the word "shall" unless there is a legislative requirement that prescribes its use. (This word causes confusion between whether an action is mandatory or recommended.

Additionally, in order to develop an inclusive policy or procedure in support of the College's anti-racist and trauma-informed commitment, consider the following:

- Use gender-neutral language – use "their" instead of "he/she." \Use short sentences and short paragraphs.
- Use common words (i.e. "use" instead of "utilizes.")
- Use department names, rather than position titles (if possible)
- Use links to generic web pages rather than specific web pages (if possible). For example, refer to "Student Administration Forms" rather than the specific URL for the form.
- Avoid the use of acronyms. If acronyms are necessary, use the full title/term first before using the acronym.
- Avoid the use of jargon, unnecessary technical expressions and fancy vocabulary.

Periodic Review: Policies are only as effective as the relevance and accuracy of their information. To ensure policies and procedures stay current and relevant, all College-wide policies and procedures will be reviewed on a cycle of a minimum of every five years unless deemed otherwise by responsible division. Key questions to be asked during the review are:

- Is the policy still relevant, accurate, and legal?
- Have certain technologies and processes changed since the policy was created?
- Does the policy correctly convey the mission, vision, and goals of the College?
- Does the policy support the College's diversity, equity and inclusion efforts?

Upon review, summary documentation will be submitted to the Office of the President.

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