

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Policy Preparation Guidelines

EFFECTIVE DATE: March 1, 2004; Revised July 1, 2010

I. Responsibilities

The Vice President for Financial and Administrative Services has the responsibility for ensuring the validity of the content of the College's Policies and Procedures Manual. The Vice President will review, publish and distribute all material to be incorporated into the manual.

II. Initiation

Any office headed by a chairperson, director or administrator of equivalent or higher rank will have authority to initiate material for inclusion in the manual. All material must be reviewed and approved by the initiating department chair and the appropriate member of the President's staff before it is submitted to the Vice President for Financial and Administrative Services. The policy must be sent by way of e-mail as an attachment.

The policy should be prepared in accordance with the prescribed format (see attachment).

After the material has been reviewed, it will be given a number and submitted to the President to be added to the agenda of the next Senior Staff meeting. Upon approval by the Senior Staff, the policy or procedure will become official and will be signed by the President.

The hard copy of the policy will remain in the office of the Vice President for Financial and Administrative Services. The policy will be distributed via the e-mail system and subsequently put on the web by the Webmaster.

III. Format of the Manual

The manual's content will be categorized into five major sections. Each policy will be identified by a multi-digit number. The first digit will designate the division, the following six digits designate TBR Policy Number (if any), and the last digits designate the College's order of approval.

1:00:00:00/0	Governance, Organization and Policy
2:00:00:00/0	Academic
3:00:00:00/0	Student Affairs
4:00:00:00/0	Business and Finance
5:00:00:00/0	Personnel

All pages of each policy will contain the complete identification number.

The first page of each policy will provide the policy identification number, effective date of the policy, date of the original policy, subject, source, the TBR Policy or Guideline reference number, responsible department and the President's signature of approval (see attachment). Policies on the website as of July 2010 will not have the signature line. Policies longer than one page must be numbered; pages 1 of x (number of pages), 2 of x, and so on. The pagination information will appear on the upper right hand margin of all pages. All margins will be one inch. Samples of forms, vouchers and printouts should be included as attachments whenever their inclusion will enhance understanding of the policy or procedure.

ATTACHMENT

Policy No. 1:00:00:00/0

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SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: _____

EFFECTIVE DATE: _____

Source of Policy: _____

Related Policy: _____

Approved: _____
President

Responsible Administrator: _____

TBR Policy Reference: _____

TBR Guideline Reference: N/A

Date: _____