



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
BTRU 1.03

Date of Adoption/Revision:
1/24/2014

SUBJECT	POLICY ON POLICIES
AUTHORITY	Board of Trustees
APPLICABILITY	This policy applies to all constituents of the College responsible for the development and implementation of policies
PURPOSE	<p>The purpose of this policy is to define the steps by which College policies are promulgated. Through a consistent policy process and format, the College can best ensure that institutional policies are consistent with our important academic mission as an institution of higher education; properly developed and regularly updated to remain compliant with the accrediting and regulatory agencies; easy to find, read and understand; and promote:</p> <ul style="list-style-type: none"> • excellence in our work; • respect and responsiveness to our academic environment; • operational efficiencies and best practices across the College; • compliance with applicable laws; and • compliance with generally accepted accounting and reporting standards.
POLICY	The Bennett College Board of Trustees approves, issues, and maintains all policies using a consistent process for the development, review, and approval of policies. This college-wide process provides continuity, ease of access, and understanding and transparent guidance to the College.
PROCEDURES	<p>The procedures for formulating and reviewing College policies may vary depending on the primary constituency for the policy, institutional traditions and bylaws, as well as relevant external legal constraints. For example, academic policies, in particular those appearing in the Faculty Handbook, normally are reviewed by the Faculty Senate.</p> <p>Each policy should be drafted in the format provided and should identify the Issuing Authority for and Applicability of the policy, the Adoption/Revision Date of the policy, and should include the following sections: a Statement of Policy, Purpose, Procedures for Implementation, Definitions (where applicable), and Related Policies (where applicable).</p> <p>Prior to adoption of a policy, a review must be conducted by the offices directly responsible for implementing any substantive aspect of the policy. After all</p>

these reviews have been completed, the draft policy is submitted by the member of the Senior Team, who is the Issuing Authority to the Senior Team, for final review prior to referring the policy to the Board of Trustees for review and approval.

College policies may be submitted to the Board and/or a duly authorized committee of the Board by the President and/or appropriate Committees of the Board of Trustees or as otherwise provided by the Board of Trustees Bylaws.

Publication and Distribution of Policies

The Responsible Officer for each College Policy is charged with submitting approved policies and procedures to the Institutional Policies and Procedures Committee for publication on the College website and by other means as deemed appropriate. The Institutional Policies and Procedures Committee will provide assistance to the Responsible Officer with respect to the preparing the policy for distribution and publication of the policy. The Institutional Policies and Procedures Committee is responsible for creating and maintaining a central Bennett College Policy webpage with links to all College policies.

Amendments to University Policies

The Responsible Officer for each College Policy also is charged with keeping the policy up to date. Accordingly, the Responsible Officer should ensure appropriate review of the policy periodically, as necessary to assure that the policy reflects obligations imposed by current laws and best practices. The Institutional Policies and Procedures Committee will help assure that the Responsible Officers review and update policies as needed. Each policy will be reviewed on a timely basis in accordance with its date of adoption/revision. Except when the process or authority for making changes to a policy is included in the policy itself, amendments must follow the same process outlined above for initial issuance.

Replaces policy:

Date