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**Revision Responsibility:** Administrative Assistant to the President  
**Responsible Executive Officer:** President

**Source/Reference:** [TBR Policy 1:03:10:00](#)  
[TBR Guideline G-010](#)

## **PURPOSE**

The purpose of this policy is to designate responsibility and identify the process for development and/or revision of Columbia State policies and procedures.

## **DEFINITIONS:**

**Revision Responsibility:** Determined in policy development or revision by the Responsible Executive Officer. Usually this will be a College Employee who has knowledge and/or leadership responsibility associated with the policy.

**Responsible Executive Officer:** The responsible executive officer is a member of Cabinet or the President who has oversight responsibilities most closely associated with the policy in question.

## **POLICY**

- I. The President and the Vice Presidents are responsible for developing and revising institutional policies and procedures to reflect changes in institutional requirements, Tennessee Board of Regents (TBR) policies and guidelines, and other applicable federal, state, and authoritative sources.
- II. In development and interpretation, Columbia State policies and procedures are for implementation of TBR policies and guidelines, as well as for requirements related to Columbia State specific operations. TBR policies and guidelines take precedence over Columbia State policies and procedures.
- III. The President has ultimate authority for approving changes in institutional policies and procedures.

## **PROCEDURES**

- I. Development of New Policies
  - A. Any employee identifying the need for a new policy is to submit a written recommendation to the President or Vice President. The recommendation is to include

(a) proposed title; (b) source/reference policies if applicable; (c) name of employee proposing the changes and the current date; (d) the purpose; (e) the rationale as to why the policy is needed, and (f) procedures outline.

- B. Upon receipt of the recommendation, the President will submit the recommendation to the Cabinet to determine whether a new policy is required.
- C. If a new policy is required, the President or designated Vice President, working with faculty and/or staff during the development of the policy, will oversee the writing of a draft policy and solicitation of comments from appropriate offices and/or faculty and staff, including appropriate committees.
- D. The draft is to be submitted to the executive officer of responsibility for submission to the Cabinet for consideration/discussion.
- E. The draft policy is reviewed by the President and Cabinet. It is either approved or referred back to the writer or appropriate committee for review and.
- F. Approved policies are formatted and presented for the President's signature.
- G. Employees are notified via email of the new policy. The approved policy is posted on the Columbia State website and added to the *Columbia State Policies and Procedures Manual*.

## II. Revision of Existing Policies and Procedures

- A. If authoritative sources (Federal, State, or Governance) make a change to the policy, the employee designated with revision responsibility is to draft the recommended changes in concert with their immediate executive officer. Once a draft is finalized, the executive officer is to forward the draft to the appropriate Vice President who will place the revised policy on the Cabinet agenda for discussion and action.
- B. If college processes change, the employee designated with revision responsibility should present the change in question to the responsible executive officer who submits the proposed change(s) to the President for placement on the Cabinet agenda for discussion and direction pertaining to the policy revision.
  - 1. If Cabinet determines that policy revision is needed, the executive officer in concert with the employee designated with revision responsibility, recommends appropriate change(s).
  - 2. The executive officer places the revised policy on the Cabinet Agenda for discussion and action.



3. A revised policy may be forwarded to the appropriate committee for review prior to final Cabinet action.

C. If policies require minor edits (ex: Title change) the policy may be reviewed by Cabinet or the President may approve the edits without Cabinet review.

D. All policies must be finalized with approval by the President.

### III. Frequency of Revision

A. All policies are to be reviewed for currency at a minimum of every three (3) years.

B. All College policies requiring changes due to authoritative sources (Federal, State, or Governance) are to be revised within a minimum of 30 days following the date of action by the authoritative source.

C. The responsible executive officer as identified for each policy is tasked with completing reviews/revisions as outlined by the timeframe above.

### IV. Cataloging of Policies

A. Employees are notified via email from the President's Office of the policy changes. The approved policy is posted on the Columbia State Website, ChargerNet, and to the *Columbia State Policies and Procedures Manual*. The signed acceptance is filed in the President's Office.

B. A log of reviews and updates is maintained by the Executive Assistant to the President.

### V. Communication of Policies and Procedures

A. All TBR Policies and Guidelines can be accessed at [TBR Policies and Guidelines](#).

B. The President's Office is the clearinghouse for TBR and institutional policies and procedures.

C. All Columbia State Community College Policies and Procedures can be accessed on the [College's Web page](#). Policies and procedures with companion documents/forms can be accessed via MyChargerNet.

D. The President's Office is responsible for ensuring that the Manual (electronic) is kept up-to-date and notifying employees via e-mail when new Columbia State policies/procedures are added or current policies/procedures have had substantive changes or have been deleted.



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- E. TBR Policy changes are documented in TBR Board minutes. Copies of minutes from the TBR Board meetings are available on the [TBR Web page](#).

VI. Policy Numbering

Policies will be numbered by the President's Office to align with TBR policies as much as possible. Thus, all policies will have a number designation in one of the following categories:

- A. **01 - Governance and Organization**
- B. **02 – Academics**
- C. **03 – Student Services**
- D. **04 – Business and Finance**
- E. **05 – Personnel**
- F. **06 – Safety and Security**
- F. **07 – Operations and Facilities**

*March 21, 1991; revised December 12, 1996; revised July 28, 1998 (coordination responsibility transferred to the Office of the President); May 21, 2001 (updated to reflect access through Columbia State web page rather than All-In-1); November 1, 2001 (changed Learning Resources Center to Library); July 1, 2003 (revised Procedures III. C.); July 2007 (removed the statement regarding keeping paper copies); February 21, 2012 (added Section II. Under Policy, revised procedures, new policy format and updated titles); March 11, 2014 (Updated accordingly to TBR policy and added under Procedures, Section II. I. that a log of reviews and updates is maintained by the assistant to the president for special projects); August 27, 2018 (Revised procedures for development and revision of policies); revised April 2019; reviewed and updated July 2022; accepted by Cabinet, approved and signed by the President August 2022.*