

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

BOARD

SUBJECT: POLICY DEVELOPMENT AND REVIEW

REVIEWER(S): Board of Directors

POLICY

The College will ensure that:

1. Policies are in place to guide all operations of the college;
2. New policies are developed thoughtfully, as needed;
3. Unnecessary policy proliferation is avoided;
4. Policies and policy changes are accessible to staff and students;
5. There is a clear distinction between the policy-making functions of the board, the administration, and the faculty.

Policies created and reviewed by the college board of directors are those that articulate the mission and values of the college, and the broad structure and operational hierarchy of the college. In addition, the board of directors approves policies that are required to be approved by the governing board and those that are related to the fiduciary duties of board members or subjects addressed in the governing board bylaws.

As a subsidiary of Carolinas Medical Center, which is a part of Atrium Health (the System), CCHS adheres to the policies and procedures promulgated by the system except in instances when those policies are not appropriate for the college or do not fully meet the needs of the college. The College will develop and maintain policies regarding matters such as academic freedom, curriculum development, faculty workload, student rights and responsibilities. The College will default to system policy in most instances related to human resources, safety, and workplace standards. For all matters in which the college does not have a separate policy, it defaults to the relevant Atrium Health policy.

PROCEDURE

Board-level policy creation and revision may be initiated by the full board or by a board committee with information and support provided by college administration, generally at a routine quarterly meeting. Board policies will be reviewed at least once every five years. The regular Board policy review will be initiated by the president's administrative assistant in the president's office. Board policies are considered approved after an affirmative vote of the board. Once approved, new board policies or policy revisions are posted to the college's shared data drive, where they are accessible to all personnel and to the college's information portal, where they are accessible to all students.

The Board delegates to the administration the development and approval of policies and procedures that direct the day-to-day operations of the college. To assist in this process, the president delegates to leaders and appropriate staff members high-level oversight of policies and procedures that generally fall within their areas of responsibility. Oversight responsibilities include identification and development of new or revised policies; assuring periodic review of existing policies; and assuring adherence to approved policies.

Operational policy creation may be initiated by a recommendation to the president, president's council, leadership team, or by independent observation of need by any member of the staff or faculty. The president will approve the development of all new policies. Any new policy draft will include a list of proposed "reviewers." Those individuals and the president will approve any new policy prior to its being integrated into the policy manual.

Operational policies will be reviewed at least bi-annually. The regular operational policy review will be initiated by the president's administrative assistant. The policy will be distributed to identified primary reviewers for comment. Primary reviewers solicit input and comment from other listed reviewers and/or

impacted parties. The president will study all resulting comments for consolidation and for adherence to the spirit of the policy. Generally, suggestions will be incorporated into the policy revision, or the reviewer will be consulted for additional information/explanation. At the president's discretion, major changes will be brought to president's council and/or other affected groups or individuals for discussion/comment. Operational policies are considered approved after review and approval by the president.

Major changes to operational policies (including but not limited to new policies, major revisions, or archived policies) will be described on an accompanying policy change cover sheet, which includes information related to the type, reason, discussion and planned communication of the change.

The page format of each policy and procedure is standardized to ensure consistency between policies (see Appendix A: Policy Template). Circumstances may necessitate a deviation where certain headings are not applicable, or where additional headings are required. All policies will include the following information, when applicable:

1. Policy section: To align with the different functional sections of the policy and procedure manual.
2. Subject: Should capture the content of the policy.
3. Reviewers: Those individuals responsible for the regular review and implementation of the policy. The primary reviewer is indicated by an asterisk.
4. Policy Statement: Governing principle, plan, or understanding that guides action. Statements typically range from several sentences to paragraphs in length, depending on the subject matter.
5. Procedures: Prescribes specific actions to be taken to conform to established policy and allows for implementation of the policy.
6. Related policies to consult: Lists the System, college, and/or accreditation policies that compliment or are related to the policy.
7. Related forms: Lists forms that are referenced in relation to implementing the policy. Forms should be created separately from policies and reference the appropriate policy and form author.
8. Related SACSCOC standards: Lists the SACSCOC principle upon which at least a portion of the policy is based.
9. Additional policy references: References to other sources that were used to inform and/or develop policy content.
10. Appendices, if applicable: Additional reference information outside of the policy and procedure statement.

Once approved, all new policies or policy revisions are posted to the college's shared data drive, where they are accessible to all personnel and to the college's information portal, where they are accessible to all students.

The president maintains and periodically distributes to all personnel a summary of major policy changes year-to-date. Department managers will review new policies and policy revisions with their staff to assure familiarity with changes.

In addition to posting on the college's information portal, policy changes which directly affect students will be communicated via the college's student newsletter and student handbook/catalog. Major changes which occur within an academic year may necessitate the publishing of an addendum to the handbook/catalog, and notification to students electronically and via bulletin boards.

Faculty's role in policy development and review is to make recommendations or advise managers when the need for a new policy or a policy revision is observed, to provide input on proposed policy revisions when solicited, and to implement all policies and policy changes promulgated. Also, through committee work, faculty are often in the position of developing or advocating for new policies or revisions.

The Policy Development and Review policy and procedure, like all board-level policies, will be reviewed at least every five years.

REFERENCES

Related Form: Policy Change Cover Sheet

Related 2018 SACSCOC Standard(s):

- 4.1 Governing board characteristics
- 4.2b Board/administrative distinction
- 5.1 Chief executive officer
- 5.5 Personnel appointment and evaluation
- 6.3 Faculty appointment and evaluation
- 10.1 Academic policies
- 10.2 Public information
- 10.4 Academic governance

Appendix A

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section

SUBJECT:

REVIEWER(S):

- I. POLICY**
- II. PROCEDURE**
 - A.**
- III. REFERENCES**
 - Related Policies to Consult:**
 - CCHS:**
 - Atrium Health:**
 - SACSCOC:**
 - Related Form(s):**
 - Related 2018 SACSCOC Standard(s):**
 - Additional policy references:**
 - Appendices**

Adopted: MM/YY; Reviewed MM/YY; Revised MM/YY