



305.1 – Policy Approval & Revision

Purpose:

To establish Bismarck State College's policy procedure to support the process for developing, issuing, revising, and maintaining all policies applicable to departments, faculty, staff, and students. Each policy must be accompanied by a policy procedure.

Procedure:

Policy and Procedure Creation/Approval Procedure:

1. Policy and Procedure Proposal

- Policy and procedure creation or revision may be recommended by any BSC employee, student, or employee/student organization (senates, committees, departments, councils, boards, clubs, etc.) to the responsible Executive Council Member for the impacted area. The responsible Executive Council Member will engage appropriate stakeholders and conduct appropriate due diligence in the creation or revision of a policy or procedure.
- Campus Council will facilitate a routine review of all BSC policies. They will forward policies to be reviewed to the responsible Executive Council Member. The Executive Council Member will bring needed revisions back to Campus Council and follow the process outlined below. If there are no revisions, the Executive Council Member will inform Campus Council the policy was reviewed and no changes are needed, which will be documented.
- Campus Council will receive any State Board of Higher Education or NDUS policy changes and forward to the responsible Executive Council Member for review against BSC policies. The Executive Council Member will bring needed revisions to BSC policies back to Campus Council and follow the process outlined below. If there are no revisions needed, the Executive Council Member will inform Campus Council the policy change was reviewed and no changes to BSC policies are needed, which will be documented.
- Any policy creation or revision must be accompanied by a policy procedure to implement the policy. Policy procedures will follow the same review and approval process as policies.
- Policy numbering will coincide with the SBHE policy numbering system. The Executive Council member will assign a policy number on the policy development/change/review request form for their area of responsibility. Campus Council will verify the numbering coincides with the SBHE policy numbering system. If no policy number is established, Campus Council will assign a policy number. Policy procedure numbers will mirror the corresponding policy's number.



- Operational procedures do not follow the same process as policy and policy procedure review and approval. Operational procedures require the responsible Executive Council member's review, approval and signature to become effective. Operational procedure numbers will be assigned by the Executive Council member based off the categories of the SBHE policy numbering system.

2. Campus Council Review

- With the support of the Executive Council member, policy creation or revision shall be submitted to Campus Council for review.
- Campus Council will solicit feedback and recommendations from its members. The representatives on Campus Council from the Faculty Senate and Staff Senate will also solicit feedback and recommendations from its members.
- Campus Council may request additional changes, edits, or information from the proposing party.
- The proposing party will work with the responsible Executive Council member to discuss the feedback received and make revisions as deemed appropriate. The responsible Executive Council member will advance the policy recommendation to Executive Council.

3. Executive Council Review

- Executive Council must review all policy recommendations submitted.
- Policy creation or revision may be initiated by an Executive Council member and submitted to Executive Council for discussion prior to submission to Campus Council for review.
- Executive Council will solicit feedback and recommendations from its members.
- Executive Council may request additional changes, edits, or information from the requesting party.
- Executive Council shall determine a recommended approval or denial to the President.

4. Presidential Approval

- All policies are approved, denied, or referred for additional changes, edits, or information from the President.
- BSC policies will require the President's approval and signature to become effective.
- BSC policies will require the President's approval and signature to be removed.

Interim Policy and Procedure:



- BSC's president has the authority to adopt interim policies and policy procedures prior to review from Campus Council and/or Executive Council. Adoption of an interim policy or procedure must include notice to Campus Council and/or Executive Council before or when the policy or procedure takes effect.
- Not later than six months of its effective date, the president shall present the interim policy or procedure to the Campus Council and/or Executive Council for review. Whether the policy or procedure should be adopted, revised or discontinued is subject to the President's approval or veto.

Policy and Procedure Communication Procedure:

- Approved policies and procedures will be shared on all campus communication channels.
- BSC Human Resources will be responsible for the online publication of approved new or revised policies and procedures.
- Approved policies and procedures will be maintained in the BSC Policy Review Teams site.

Policy and Policy Procedure Dates:

- The dates in the history section of each policy and policy procedure are dates the policy and policy procedure was approved or amended by the President.
- First policy and policy procedure Month dayth, year.
- Reviewed by Campus Council on Month dayth, year and reviewed by the Executive Council on Month dayth, year, and approved by the President on Month dayth, .
- If during the routine review there are no changes, the reviewed date should still be updated to show the review was completed.

Operational Procedure Dates:

- Procedures will list the name of the approving Executive Council member and the date of the most recent approval listed at the bottom of the procedure.

References:

- References should refer to the following, but not limited to:
 - BSC policy or procedure,
 - North Dakota State Board of Higher Education,
 - federal and state laws and regulations, and/or
 - other laws and regulations.
- The name of the reference along with a hyperlink should be listed, when available.

References:



North Dakota State Board of Higher Education Policy: 305.1
[Institution President Authority and Responsibilities; Contract Terms](#)

History of This Procedure:

First procedure: May 19, 2022

Reviewed by Campus Council on May 11, 2022 and reviewed by the Executive Council on May 19, 2022, and approved by the President on May 19, 2022.