

SECTION IV: Policy

UTTC POLICY DEVELOPMENT PROCEDURE

Step 1: A new policy is deemed necessary

- President, Vice-Presidents, Human Resources Director, staff and committees deem a current policy requires an update or a new policy is needed.
- The UTTC policy approval request template is followed to update or create the necessary policy.
- A draft policy is prepared for legal review.

Step 2: Legal Counsel

- The draft policy is submitted to Legal Counsel for review.
- Human Resources Director will coordinate revisions with Legal Counsel and appropriate personnel.

Step 3: Administrative Council

- President, Vice-Presidents or Human Resources Director will contact the Administrative Council Chair to request that the new/revised policy be placed on the Administrative Council agenda for review.
- President, Vice-Presidents or Human Resources Director will present the policy to Administrative Council.
- Administrative Council will recommend one of the following:
 - Approval, or
 - Approval with minimal changes, or
 - Disapproval with recommendations for revisions and resubmittal at a later date.

Step 4: UTTC Board of Directors Approval

- The President will present the policy for Board of Directors for approval with Vice-Presidents or Human Resources Director's assistance.
- Board of Directors will approve the policy, approve with minimal changes, or disapprove with recommendations for revisions and resubmittal at a later date.

Step 5: Implement Policy

- Upload policies to Institutional Effectiveness Portal.
- Notify necessary people/department of approval and policy effective date by sending said notification to the intended recipients' UTTC email address. Notice of said policy shall be deemed received as of the date of electronic delivery.
- Conduct training (if necessary) of updated or new policy and procedures.
- Communication, dialogue, and public education are essential to successful implementation.

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- Administrative Council will recommend one of the following:
 - Approval, or
 - Approval with minimal changes, or
 - Disapproval with recommendations for revisions and resubmittal at a later date.
- Administrative Council Administrative Assistant will upload proposed policies in a separate folder in the Administrative Council shared drive.

Step 4: UTTC Board of Directors Approval

- Executive Assistant to the President will create packets for the Board of Directors. The packets will include a cover sheet and said policies.
- The President will present the policy for Board of Directors for approval with Vice-Presidents or Human Resources Director's assistance.
- Board of Directors will approve the policy, approve with minimal changes, or disapprove with recommendations for revisions and resubmittal at a later date.

Step 5: Implement Policy

- Executive Assistant to the President will upload packets to include minutes and policies to the Institutional Effectiveness Portal by author, name of policy, and date passed.
- Executive Assistant to the President will notify authors of the Board of Directors meeting within (3) three business days via email.
- Board of Directors minutes are not official until the Chairman and Secretary of the Board have both signed the minutes. Once signed, official minutes will be uploaded to the President's Office shared drive folder.
- Conduct training (if necessary) of updated or new policy and procedures.