

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.
- The draft policy is prepared for (1) Administrative Review.

Step 2: Legal Counsel

- The administrator will submit the draft policy to Legal Counsel for review.
- The appropriate administrator will coordinate revisions.

Step 3: Administrative Council

- The appropriate administrator will contact the Administrative Council Chair to request that the new/revised policy be placed on the Administrative Council agenda for review.
- The policy will be presented to the Administrative Council by the appropriate administrator. The 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.
- The Administrative Council Administrative Assistant will upload proposed policies approved by the Administrative Council in a separate folder in the Administrative Council shared drive.

Step 4: UTTC Board of Directors Approval

- The 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 or the appropriate administrator will present the policy for Board of Directors for approval with Vice-Presidents or Human Resources Director's assistance.
- The 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

- The policy may be implemented immediately after board approval.
- The Executive Assistant to the President will upload approved policies to the Institutional Effectiveness Portal by author, name of policy, and date passed.
- The Executive Assistant to the President will notify authors and the appropriate administrator of the Board of Directors meeting within (3) three business days via email.
- Training will be conducted for updated or new policy and procedures if necessary.