



## College of The Albemarle Procedure

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**Title: Adopting and Amending Policies and Procedures**

**Related Policy and Procedures: Policy 1.5 Adopting Policies and Procedures**

**Divisions of Responsibility: President's Office; Institutional Research, Planning, Effectiveness and Technology**

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### **I. Adopting and Amending Policies**

- A. If updating an existing policy, the owner submits a ticket to request a Word copy of the current version. The Compliance Officer sends the owner the official version. (If a new policy or if included in the Annual Review process, the Compliance Officer will prepare an email with all items attached that need to be reviewed, and this step is skipped.)
- B. The owner submits the revised Word version, with track changes showing, to the Executive Assistant to the President for review at PLT.
- C. After PLT, the owner makes any additional changes that were approved in the meeting and sends to PLT via email for review for confirmation.
- D. The Executive Assistant to the President sends out a call for submissions prior to BOT committee meetings. The owner submits the revised Word version with all approved edits and with track changes showing to the Executive Assistant to the President via email. In addition, the owner submits a *brief* overview of the changes being made (if the overview was not already provided by the Campbell Shatley summary document).
- E. The Executive Assistant to the President compiles all the revised policies into a Google folder to which the Compliance Officer has access.
- F. Following adoption of policies by the full BOT, the document owner submits the final Word version (no track changes showing) with all approved edits to the Compliance Officer via the Ticket System. In that submission, the owner includes a brief overview of the changes being made. A separate ticket is needed for each policy.
- G. The Compliance Officer submits the policy in pdf format to Communications and Marketing via the ticket system.
- H. The Webmaster updates the P&P webpage, including the table of contents, with the new version.
- I. The Director of Communications and Marketing emails employees to inform them of the update, including a summary of the changes.

### **II. Adopting and Amending Procedures**

- A. If updating an existing procedure, the owner submits a ticket to request a Word copy of the current version. The Compliance Officer sends the owner the official version. (If a new



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procedure or if included in the Annual Review process, the Compliance Officer will prepare an email with all items attached to be reviewed, and this step is skipped.)

- B. The owner submits the revised Word version, with track changes showing, to the Executive Assistant to the President for review at PLT.
- C. After PLT, the owner makes any additional changes that were approved in the meeting and sends to PLT via email for review for confirmation.
- D. The document owner submits the final Word version (no track changes showing) with all approved edits to the Compliance Officer via the ticket system. In that submission, the owner includes a *brief* overview of the changes being made. A separate ticket is needed for each procedure.
- E. The Compliance Officer ensures dates at the bottom are correct and then saves the file as a pdf.
- F. The Compliance Officer submits the procedure in pdf format to Communications and Marketing via the ticket system.
- G. The Webmaster updates the P&P webpage, including the table of contents, with the new version.
- H. The Director of Communications and Marketing emails employees to inform them of the update, including a summary of the changes.

*Note: If the policy which the procedures are associated with also changes, steps G and H will be done at the same time as the policy update. If only the procedures change, there is no need to wait until after BOT to complete steps G and H.*

November 27, 2023

September 9, 2024

September 9, 2024

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**