

General Policy - Policy Approval Process

Purpose:

Bismarck State College (BSC) strives to offer accessible, formally approved, well-articulated, equitable and understandable policies and procedures in a consistent, official format. The primary purpose of this policy is to establish an approval process for new BSC policies, or revisions to current BSC policies.

All policies and procedures will be maintained in Human Resources and published on the Human Resources website and CORE Portal. Human Resources and Student Affairs will initiate periodic reviews of current policies as needed.

Procedure:

1. New BSC policies or revisions to policies may be recommended by any BSC employee, student or employee or student organization (senates, committees, departments, councils, boards, clubs, etc.).
2. During the development of the policy or revisions, any offices or individuals that may have special knowledge regarding the subject should be consulted.
3. It is the responsibility of the group initiating the new policy or revision to ensure the appropriate parties are involved for input and decisions. Administration, staff, faculty, students, senates, committees, departments, boards, clubs and councils will be involved in policy and procedure input and decisions that directly affect their functioning and responsibilities to their constituents within the BSC and North Dakota University System (NDUS) structure.

Review and Approval Process:

1. New policies or revisions should then be submitted to Human Resources to put in the standard policy format.
2. Once in final draft format, the originating group should contact the Chair of the Operations Council for placement on the Operations Council agenda. The Operations Council, representing the whole campus, will review policy recommendations for consistency, coordination, etc.
3. The Operations Council feedback (if any) should be considered by the originating group in the review process for possible revision.
4. After review by the Operations Council, the draft policy is submitted by Human Resources to the Executive Council for approval.

5. Following approval by the Executive Council, Human Resources will be responsible for online publication. Human Resources will communicate the new policy or policy revision to the campus unless requested to be communicated by the supervisor or department.
6. The department, committee, Board of Governors or other BSC individuals initiating the new policy or change is responsible for any additional training necessary to achieve ongoing compliance.

Minor Updates:

On an as-needed basis, Human Resources will make routine changes to existing policies and procedures, such as changes to:

- Job titles
- Department names
- Email and/or Web addresses
- State Board of Higher Education (SBHE) and/or North Dakota University System (NDUS) changes that would have an implication for a BSC policy
- And other appropriate BSC organizational changes

Minor updates do not require review/approval by the Operations Council, Executive Council, President or the Senates (faculty and staff). Human Resources will note the date of such changes in the History of This Policy section. Human Resources will communicate any minor changes/updates to the campus.

Exception to Minor Updates:

An exception for minor updates will be made for:

- Faculty Senate Constitution and Bylaws
- Staff Senate Constitution and Bylaws

The Senates will be involved in the amending of these documents.

History of This Policy:

First policy draft reviewed by the Operations Council on April 22, 2009 and May 27, 2009 and by the Faculty Senate on August 19, 2009. Approved by the President of the College on September 9, 2009.

Revisions – February 23, 2015, July 7, 2020.