Policy Title: Policy on Policies

Policy & Procedure Statement:

This policy addresses the process for developing, issuing and maintaining all ICOM policies and applies to all college departments, faculty, staff and students.

College Policies at ICOM are formal policies and procedures that have application to all campus and affiliated teaching sites. The college uses a standard policy format and a uniform review and approval process for all policies to promote administrative consistency and efficiency and ensure compliance with applicable state and federal laws as well as relevant accreditation requirements.

A standard policy format ensures clarity and consistency. Although not all policies will contain all of the format elements, policies will be written and maintained following the format described below:

- **Subject** (e.g. POLICY ON POLICIES)
- **Issue Date**
- **Superseded Issue Date** (list initial effective date of policy. If policy is new, list “NEW POLICY”)
- **Policy Title**
- **Policy and Procedure Statement**
- **Approved by Signature and Date** (required)

This Policy on Policies governs the development and oversight of all formal college policies. Individuals and divisions on all campus and affiliated teaching sites are
required to follow the procedures outlined in this policy regarding the approval of new College Policies and/or the revision or repeal of existing policies.

ICOM publishes all current college-wide policies and procedures in an electronic format available on campus and online for faculty, staff and students and the public as appropriate. Policies accessed from this site are current and maintained by the Dean's Office.

If there is a discrepancy between a departmental or divisional version of a policy and the current, approved electronic version, the version maintained by the Dean's Office will be considered the official version. Departments and Divisions may not have separate versions of the policies. All departmental and divisional websites and paper documents should reference the policies available online via the intranet.

The Dean's Office coordinates the review and approval of new, revised and repealed college-wide policies. All college-wide ICOM Policies with the exception of Board of Trustee policies must be approved by the Dean. The Dean’s Office maintains in an electronic format all current, approved versions of campus-wide Policies and makes them available to the ICOM community and the public as appropriate.

Policies and procedures relating to faculty and staff may be separately maintained and distributed through Human Resources. Academic policies and procedures pertaining to faculty and students may also be contained in the Faculty Handbook and Academic Bulletin. All applicable faculty, staff and student publications must be kept up-to-date and revised to reflect newly approved policies and procedures upon approval.

The Dean’s Office will maintain a policy archive containing all known copies of ICOM policies and procedures, including repealed policies and previous versions of faculty, staff and student publications.

Approved by:

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CAO/Dean

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Date