

## Policy & Procedure Draft & Revision Procedures

The following procedure provides for uniformity in draft, review, and submittal of all system wide policies, procedures, and resource documents.

These procedures apply to all TBR Institutions and system-wide employees

### I. Introduction

A. The System office establishes the following procedures to be followed when proposing new policies, procedures, and resource documents, or revising current policies, procedures, and resource documents.

#### 1. Proposed Policy, Procedure, or Resource Document – Initiation

a. All proposed policies or procedures must begin with the initiator using one of the templates attached as exhibits to policy 1:11:00:00.

(1) Exhibit 2 – Policy Template

(2) Exhibit 3 – Procedure Template

(a) Resource Documents will use Exhibit 2.

b. A clean copy of all proposed policies and procedures must be submitted by the appropriate sub-council designee to the Office of General Counsel for review of legal sufficiency, and assignment of number prior to any action being taken by the sub-council(s).

c. The copy must be in Word format on the appropriate template, using the following letter and numbering format.

(1) Format as I.A.1.a.(1)(a)(i)

(2) Do not use preset numbering lists for sections and sub-sections. Use “Increase Indent” or “Decrease Indent” in the Paragraph Format section, as needed.

(3) All Sections and sub-sections must be numbered or lettered. No “stand alone” sections, sub-sections or sentences, except for asterisk notes.

(4) One space only instead of 2 after a period or (), or any other sentence ending symbol.

(5) When adding definitions in that section of the template, leave a line space between them: no numbering, bullet points or other indicators.

(a) If definitions are going to be defined in the body of the policy instead of in definitions, state that in the definition section.

## 2. Policy, Procedure, or Resource Document Revision

a. All policy or procedure revisions must begin with the initiator using the current Word copy of the policy or procedure.

(1) At this time the current Word copy in proper format is available at <Z:\TBR Central Office\Policy and Procedure Word Copies>

(2) To show revisions, use Bold strikethrough (~~abc~~) for deletions and **abc** for additions. Do not use track changes.

(3) Keep the current formatting in place. Add or delete sections and sub-sections as needed.

(4) Only the affected sections need to be submitted, not the entire policy or procedure. Make sure Section heading is shown.

b. A copy of all proposed revisions to policies and procedures must be submitted by the appropriate sub-council designee to the Office of General Counsel for review of legal sufficiency.

c. Following legal review and sub-council approval, all policies, procedures, and resource documents must be prepared for transmittal to an upcoming Presidents Meeting, and/or Board Meeting.

d. Policies, System Office Policies, and Resource Documents require TBR Board Approval.

e. Procedures require only President's Council approval.

e. Exhibits to policy or procedure require approval by the responsible party for the subject policy or procedure.

## II. Transmittal of Policies, Procedures, and Resource Documents

A. A copy of all policies, procedures, and resource documents that have sub-council(s) approval and are ready for transmittal shall be prepared for transmittal by a designee of the responsible department.

### 1. Transmittal to Office of General Counsel

a. Prior to transmittal for the Presidents Meeting, the department designee will email a copy of the sub-council approved new or revised policy or procedure to the General Counsel designee in Word format. No clean copy needed unless asked for. No transmittal page needed.

### 2. Transmittal for Presidents Meeting

a. Prior to material due date for Presidents Meeting, each department designee will:

(1) Convert the Word copy of a new policy, resource document, or procedure to PDF format.

(2) Convert the Word copy of a revised policy, resource document, or procedure to PDF format.

(3) Prepare a transmittal page for each policy or procedure in PDF format.

(a) The transmittal page must include a summary of the purpose of the new policy or procedure, or of the revisions to a current policy or procedure.

(b) Exhibit 4 to Policy 1:11:00:00 – sample transmittal summary for new policies and procedures.

(c) Exhibit 5 to Policy 1:11:00:00 – sample transmittal summary for revised policies and procedures.

(4) Combine PDF transmittal page and PDF policy, resource document, or procedure into one PDF transmittal file.

(5) Email each transmittal file to the Chancellor's Executive Assistant or designee for appropriate dissemination.

b. As soon as possible after the Presidents Meeting, the department designee will notify General Counsel designee regarding all procedures that passed.

(1) Provide a new marked up Word copy if any revisions were made at the Presidents Meeting.

### 3. Transmittal for Board Meeting

a. Prior to material due date for Board Meeting, each department designee will:

(1) Prepare a transmittal page for each policy or resource document in PDF format.

(4) Combine PDF transmittal page and PDF policy or resource document into one PDF transmittal file.

(5) Email each transmittal file to the Assistant Board Secretary or designee for appropriate dissemination.

b. As soon as possible after the Board Meeting, the department designee will notify General Counsel designee regarding all policies and resource documents that passed.

(1) Provide a new marked up Word copy if any revisions were made at the Board Meeting.