



101 College Drive • Hot Springs National Park, Arkansas • 71913

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## **ATTACHMENT A: PROCEDURES**

### **NPCC Policy 7.900**

#### **Policy Development**

Approved: February XX, 2015

Revised: NA

Next Scheduled Review: February 2017

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### **DEFINITIONS**

*Policy Tool Kit:* A policy tool kit is a repository of resources to help guide in the development of policies and procedures.

*Policy Stakeholders:* Policy stakeholders include anyone who may be affected by or have an interest in a particular policy.

### **ROLES**

#### **Policy Manager (PM)**

- Appointed Chair of the Policy Review Committee (PRC)
- Manages the policy review process
- Publishes policies and related information
- Notifies the college community of new and revised policies
- Maintains archive of policy history

#### **Responsible Executive Officer (REO)**

- Appointed from President's Cabinet
- Oversees the development of specific policies
- Assigns the Responsible Officer (RO) for policy development

#### **Responsible Officer (RO)**

- Appointed from the Policy Review Committee (PRC)
- Develops specific policies
- Administers the policy
- Updates the policy as needed
- Coordinates review of the policy
- Implements the policy and provides necessary training



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**Policy Review Committee (PRC)**

Chaired by Policy Manager (PM)

Cross-section of campus community

Reviews all policy development and revision

Approves/rejects all policy measures prior to submission to the President’s Cabinet

PRC consists of:

- Policy Manager
- Faculty Senate Officer
- Staff Senate Officer
- Student Government Officer
- Director of Human Resources
- Student Affairs Representative
- Technology Representative
- Member of President’s Cabinet

**POLICY DEVELOPMENT AND REVIEW PROCESS**

<b><i>Phase of Policy Development/Review</i></b>	<b><i>Procedure</i></b>	<b><i>Owner</i></b>
Need for a new policy or policy revision is identified	Check to ensure this policy is not currently active or in development.	Responsible Officer (RO) and/or Responsible Executive Officer (REO)
Approval to proceed	Prepare Attachment D: Policy Proposal Form and submit with REO approval to the Policy Review Committee (PRC) for approval to proceed.	Responsible Officer (RO)



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Policy Development/Review	Use the Policy Tool Kit resources to prepare a fully drafted policy or revision, including input from all appropriate policy stakeholders.	Responsible Officer (RO)
Submission of policy/revision	Send the new or revised policy draft to the Policy Manager (PM) & the Responsible Executive Officer (REO)	Responsible Officer (RO)
Editing	Initial review for consistency, clarity, formatting	Policy Manager (PM); Responsible Executive Officer (REO)
Policy Review Committee (PRC) approval to proceed	Schedule the new policy or policy revision for review by the Policy Review Committee (PRC)	Policy Manager (PM)
Editing	Revise based on Policy Review Committee (PRC) comments as indicated	Responsible Officer (RO); Policy Manager (PM)
1st Reading President's Cabinet	Schedule and present policy/policy revision to President's Cabinet for discussion	Policy Manager (PM); Responsible Executive Officer (REO); Responsible Officer (RO)
Comment Period	Send College wide notification	Policy Manager (PM)



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	for policy comments and feedback; request special comment from Faculty or Staff Senates and SGA when applicable.	
Comment Review & Editing	Review feedback and edit as indicated	Responsible Executive Officer (REO); Responsible Officer (RO); Policy Manager (PM)
2nd Reading President’s Cabinet	Schedule and present policy/policy revision to President’s Cabinet for approval	Policy Manger (PM); Responsible Executive Officer (REO); Responsible Officer (RO)
Board of Trustees Approval	Schedule and present policy/policy revision to Board of Trustees for final approval	Policy Manger (PM); Responsible Executive Officer (REO)
Posting & Notification	Upload policy/policy revision to the Policy web page and notify College community via email & announcements	Policy Manager (PM)
Policy Review & Maintenance	All College policy & procedures are reviewed bi-annually from the date of last review/revision	Responsible Executive Officer (REO); Responsible Officer (RO); Policy Manager (PM)