



## Policy

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POLICY PROCESS, FACULTY AND STAFF

FS.301.1

EFFECTIVE DATE: January 2024

The purpose of policies at Dakota College at Bottineau (DCB) is to define and articulate principles, guidelines, and rules for use by the college community for day-to-day operations and activities. As DCB is governed by the North Dakota State Board of Higher Ed (SBHE), all college policies must comply with SBHE policies and North Dakota University System (NDUS) procedures.

Whenever there is a revision or a new college policy under consideration, it must go to the College Council.

- a. The College Council reviews/revises policy and determines which Senates (faculty, staff and/or student) are required to act on each policy. The Council also determines the order of action and sets timelines. Senates do not approve policies, but rather make recommendations to approve or not approve policies.
- b. Following action by the final Senate, the policy will be returned to the College Council. The Council will conduct a final review, incorporate any revisions, and provide a recommendation to the Campus Dean.
- c. The Campus Dean approves the final version of each policy.
- d. Small grammatical edits to existing policies can be made at the discretion of the Campus Dean. The Campus Dean's Office updates the appropriate handbook(s) and provides notification to all affected individuals via campus email.