

SENATE COORDINATING COUNCIL PROCESS

1. A new or revised policy should be submitted to [ndsus.scc@ndsus.edu](mailto:ndsuscc@ndsus.edu) for SCC consideration using the instructions found at <https://www.ndsu.edu/policy/>. Gender-inclusive language should be used in revised and new policies submitted to SCC.
2. Changes to the Policy Manual will be directed to the responsible office for input by the SCC Secretary. The responsible office will send any changes back to the SCC Secretary.
3. The SCC Secretary will send the changes for legal counsel's review.
 - a. If the policy has not been approved by the legal counsel within 90 days, the SCC Secretary will route back the policy and the legal counsel's feedback to the initiator for further change or consideration. The initiator may withdraw or revise and resubmit their policy change.
 - b. The initiator will return any changes to the SCC Secretary within six months of being notified by the SCC Secretary. At this point the policy will start at step 2. The initiator may request one time extension of up to six months to return any changes to the SCC Secretary.
4. Once the legal counsel has approved the proposed changes, the SCC Secretary will forward the policy manual changes to the SCC for review prior to the meeting.
5. The SCC will meet to discuss proposed changes and routing options to the appropriate governing bodies.
6. The policy will be routed to the appropriate governing bodies for *Information for Consent Agenda* or *Input for New Business Agenda* based on purview.
7. The governing bodies will report their approval or suggestions for change to the SCC Secretary.
 - a. If the policy has not been approved by those governing bodies with oversight, the SCC Secretary will route back the policy and the feedback from the governing bodies to the initiator for further change or consideration. The initiator may withdraw or revise and resubmit their policy change.
 - b. The initiator will return any changes to the SCC Secretary within six months of being notified by the SCC Secretary. At this point the policy will start at step 2. The initiator may request one time extension of up to six months to return any changes to the SCC Secretary.
8. Upon approval by the governing bodies, the policy will be forwarded to the Provost and President of the University for final approval.
 - a. If the policy has not been approved by the President within 90 days, the SCC Secretary will route back the policy and the President's feedback to the initiator for further change or consideration. The initiator may withdraw or revise and resubmit their policy change.
 - b. The initiator will return any changes to the SCC Secretary within six months of being notified by the SCC Secretary. At this point the policy will start at step 2. The initiator may request one time extension of up to six months to return any changes to the SCC Secretary.
9. If the policy has been approved and signed by the President, it will be returned to the SCC Secretary.
10. The SCC Secretary will add the effective date or the revision date to the "History" section of the policy and publish the new or updated policy in the policy manual (<https://www.ndsu.edu/policy/>).
11. The SCC Secretary will retain the final electronic copy of the policy with revision(s) and also the final hard copy signed by the President.
12. The changes to the policy manual will be announced by the SCC Secretary to staff, faculty and students via *It's Happening at State* and appropriate e-mail listserv addresses.

When changes are brought to SCC, the following responsible offices will be consulted for input:

Policy Manual Section
 100 General Employment
 200 Broadbanded Staff
 300 Faculty
 400 Purchasing
 500 Accounting
 600 Students
 700 General Administration
 800 Restricted Fund

Responsible Office
 Vice Provost for Faculty & Equity and Human Resources/Payroll
 Human Resources/Payroll
 Provost
 Vice President for Finance and Administration
 Controller
 Vice Provost for Student Affairs and Enrollment Management
 Vice President for Finance and Administration
 Controller

| Type of Policy Change | Input Sought | Possible Information Routing | Approvals Needed |
|---|--|--|-------------------------|
| Federal or state law; SBHE policy change that is clear cut in its administration; Changes that are housekeeping items | Offices/VPs responsible to administer the policy in question | Faculty Senate Staff Senate Student Government | President |
| Federal or state law; SBHE policy change that may differ by campus in its administration | Offices/VPs responsible to administer the policy in question | Faculty Senate Staff Senate Student Government | President |

| | | | |
|--|--|------------------------------------|-----------|
| SBHE policies that require a campus specific policy | Offices/VPs responsible to administer the policy in question Faculty Senate Staff Senate Student Senate | | President |
| Policies concerning curriculum, methods of instruction, research, faculty status, and aspects of student life that relate to the educational process | Offices/VPs responsible to administer the policy in question Faculty Senate | Staff Senate Student Government | President |
| NDSU originated administrative policies | Offices/VPs responsible to administer the policy in question Faculty Senate Staff Senate Student Government | | President |

POLICY REVISION INSTRUCTIONS

The following is the process for revising a policy in the *NDSU Policy Manual*:

1. Obtain a Microsoft Word copy of the policy to be revised and a Policy Change Cover Sheet from the current SCC Secretary at ndsuscc@ndsu.edu.
2. Insert the policy number, version and date at the top right hand corner of the policy header to identify the version. (This draft number and date should be changed each time revisions are made to the policy before it is approved and sent to the President.)

EXAMPLE: Policy 350.1 V1 mm/dd/yyyy

3. Check the “Source” listing in the policy. All policies should have one or more of the following listed below as a possible source(s):
 - NDSU President (this should appear on all policies)
 - State Board of Higher Education (SBHE) Policy _____ (number)
 - North Dakota University System Human Resource Council (NDUS HRC) Policy _____ (number)
 - North Dakota Century Code (N.D.C.C.) _____ (statute number)
 - Staff Senate
 - Faculty Senate
 - Student Government

4. Make all changes in legislative format by using the Track Changes function in Word. Add an explanation about the changes within the document by using the New Comment function in Word.

5. Use consistent numbering throughout the policy (1, A, III, etc.):

EXAMPLE:

| | | | | | | |
|----|-----|-------|----|----|-----|----|
| 1. | 1.1 | 1.1.1 | 1. | A. | I. | a. |
| | | | | B. | | b. |
| 2. | 2.1 | 2.1.1 | 2. | A. | II. | a. |
| | | | | B. | | b. |

6. Include verbatim any language that is used directly from SBHE or NDUS HRC policy and/or state or federal statute.
7. Include any information that represents NDSU’s interpretation of SBHE, NDUS HRC, N.D.C.C., or Federal language (or that represents an NDSU process for implementing a SBHE, HRC, N.D.C.C. or Federal policy or change) in *italicized print* to indicate it as an NDSU interpretation. When copying a policy from the web, please be sure to keep all previously italicized print *italicized*.

EXAMPLE: OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))

If only one person engages in travel exceeding any geographic point 300 miles beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first 300 miles.

(NDSU Interpretation)

When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by 300 miles...

NOTE: NDSU interpretation and/or policy can be **more** restrictive than the SBHE policy or state/federal statute that it emulates; however, it cannot be **less** restrictive.

8. Attach the Policy Change Cover Sheet obtained from the SCC Secretary to the policy with the following information:
 - The name and number of the policy.
 - A summary of the proposed policy changes.
 - The name of the office, department, area, etc. submitting the changes.
 - The date changes were submitted for consideration.
9. Submit a copy of the policy with the proposed changes made **in legislative format** and a **completed** Policy Change Cover Sheet to the SCC Secretary at ndsu.scc@ndsu.edu.

NEW POLICIES

1. Obtain a sample policy template and Policy Change Cover Sheet from the SCC Secretary for use in developing the policy.
2. Insert the policy number, version number and date at the top right hand corner of the policy header to identify the version. (This draft number and date should be changed each time revisions are made to the policy before it's approved and sent to the President.)

EXAMPLE: Policy 350.1 V# mm/dd/yyyy

3. Indicate a Source for the new policy. If the information or concept for the new policy originated because of a new or changed item(s) listed below, that item would be considered as the source. All policies should have at least one of the following listed as a possible source:

- NDSU President (this should appear on all policies)
- State Board of Higher Education (SBHE) Policy _____ (number)
- North Dakota University System Human Resource Council (NDUS HRC) Policy _____ (number)
- North Dakota Century Code (N.D.C.C.) _____ (statute number)
- Staff Senate
- Faculty Senate
- Student Government

4. Make all changes in legislative format by using the tracking function in Word.
5. Use consistent numbering throughout the policy (1, A, III, etc.):

EXAMPLE:

| | | | |
|-------|--|----|-----|
| 1. | | 1. | I. |
| 1.1 | | A. | a. |
| 1.1.1 | | B. | b. |
| 2. | | 2. | II. |
| 2.1 | | A. | a. |
| 2.1.1 | | B. | b. |

6. Include verbatim any language that is directly used from SBHE or NDUS HRC policy and/or state or federal statute.
7. Include any information that represents NDSU's interpretation of SBHE, NDUS HRC, N.D.C.C., or Federal language (or that represents an NDSU process for implementing a SBHE, HRC, N.D.C.C. or Federal policy or change) in *italicized print* to indicate it as an NDSU interpretation.

EXAMPLE: OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3)) If only one person engages in travel exceeding any geographic point 300 miles beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first 300 miles.

(NDSU Interpretation)

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NOTE: NDSU interpretation and/or policy can be **more** restrictive than the SBHE policy or state/federal statute that it emulates; however, it cannot be **less** restrictive.

8. Attach the Policy Change Cover Sheet obtained from the SCC Secretary to the policy with the following information:
 - The name of the policy.
 - A summary of the proposed policy.
 - The name of the originating office, department, area, etc. submitting the policy.
 - The date policy was submitted for consideration.
9. Submit a copy of the proposed policy and a **completed** Policy Change Cover Sheet to the SCC Secretary at nds.scc@nds.edu.
10. The SCC will determine the placement (section and number) of the policy in the Policy Manual.

HOUSEKEEPING CHANGES

Housekeeping may include simple corrections in spelling or grammar, modifications in formatting, fixing broken URLs, updating titles and addresses of departments or personnel to coincide with current organizational structures, and using gender inclusive language. Housekeeping changes should be made in legislative formatting and submitted to the SCC Secretary. The SCC Secretary will review to make sure the recommended changes do not change the intent of the policy. Once the changes are deemed as housekeeping, the SCC Secretary will incorporate them into the policy and update the online policy manual. The SCC Secretary will email Archives and the SCC to notify them of the housekeeping changes and will put the policy on the agenda for the next SCC meeting.

Revised 11/20/2019
Revised 5/6/2021