**SENATE COORDINATING COUNCIL (SCC)
NDSU Policy Manual Process**

**SENATE COORDINATING COUNCIL PROCESS**

1. A new or revised policy should be submitted to NDSU.Policy.Manual@ndsu.edu for SCC consideration using the instructions found at <http://www.ndsu.edu/policy/>.
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 review.
4. Once the legal review has been completed, 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 input or information based on purview.
7. The governing bodies will report their approval or suggestions for change to the SCC Secretary.
	1. If the policy has not been approved by those governing bodies with oversight, the SCC Secretary will route back the policies to the initiator for further change or consideration.
	2. The initiator will return any changes to the SCC Secretary. At this point the policy will start at step 2.
8. Upon approval by the governing bodies, the policy will be forwarded to the President of the University for final approval.
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 (<http://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 Human Resources and Payroll 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** |  | **Responsible Office** |
| 100 General Employment |  | Vice Provost for Faculty & Equity and Human Resources/ Payroll |
| 200 Broadbanded Staff |  | Human Resource / Payroll |
| 300 Faculty |  | Provost |
| 400 Purchasing |  | Vice President for Finance and Administration |
| 500 Accounting |  | Controller |
| 600 Students |  | Vice Provost for Student Affairs and Enrollment Management |
| 700 General Administration |  | Vice President for Finance and Administration |
| 800 Restricted Fund |  | 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 NDSU.Policy.Manual@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
1. 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.
2. 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.**

1. Include verbatim any language that is used directly from SBHE or NDUS HRC policy and/or state or federal statute.
2. 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.

1. 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.

1. 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.Policy.Manual@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**

1. 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
1. Make all changes in legislative format by using the tracking function in Word.
2. 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.**

1. Include verbatim any language that is directly used from SBHE or NDUS HRC policy and/or state or federal statute.
2. 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)***

***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.

1. 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
1. Submit a copy of the proposed policy and a ***completed*** Policy Change Cover Sheet to the SCC Secretary at NDSU.Policy.Manual@ndsu.edu.

1. The SCC will determine the placement (section and number) of the policy in the Policy Manual.

**HOUSEKEEPING CHANGES**

Changes such as department name changes should be made in legislative formatting and submitted to the SCC Secretary. The changes will be presented to the SCC as housekeeping, which do not require further approval. The SCC Secretary will then make these changes to the online policy manual.

Revised 11/09/2017