



**ANTIOCH
COLLEGE**

Antioch College Check List for Policy Approval

Predevelopment

1. Identify issue.
2. Identify Responsible Officer. This position is responsible for the development and content of a policy.
3. Assemble a team. Involve individuals with topical and process expertise, policy users, those impacted by the policy, etc.

Development

4. Complete online Policy Proposal form, available at antiochcollege.org/policy
 - Discuss policy or major policy changes with stakeholders prior to proposing them.
 - Check related policies to ensure your policy is not in conflict with another Antioch College policy.
 - Keep the policy as short and succinct as possible.
 - Are terms in the policy adequately defined?
 - Is the use of terminology consistent across policies for which you are responsible and throughout the draft?
 - If two policies are interrelated, is it clear when each policy will apply?
 - Is it clear to whom the policy applies?
 - Check related policies to ensure your policy is not in conflict with another Antioch College policy.
 - Check in with and solicited feedback from all units that have responsibilities as a result of the policy.
 - Has the law in this area changed?
5. Director of Institutional Effectiveness will either approve the Policy Proposal or make suggestions for changes.
6. Once the Policy Proposal has been approved, begin to draft the policy. The writing group drafts the policy using the new policy template or the policy revision template, available online at XXXXXX
7. Solicit and integrate feedback.
 - Refine the draft policy based on feedback from stakeholders.
 - If substantive changes were made, consult with the Director of Institutional Research to determine if you should solicit further feedback.
 - Ensure that proposed policy is consistent with Antioch College bylaws, rules, regulations, policies, and state and federal laws/regulations.

8. Once feedback has been added, submit the policy online at XXXX.
- The Director of Institutional Effectiveness or the governing body may ask for substantial revisions or for additional time to review the policy, or determine that a policy is not needed or desired on the subject.
9. The Director of Institutional Effectiveness will submit the final policy draft to the appropriate governing body for approval (i.e. Board of Trustees, Faculty Assembly, Community Council, or Senior Leadership).
10. Get approval (or not) from governing body.

Implementation

11. The appropriate governing body plans communication and training on the new policy, as appropriate.
- The governing body develops a communication plan for the policy rollout, which should include communications to all stakeholders, individuals and groups impacted by the policy.
 - If necessary, consider online training or tools, as well as face-to-face training.
12. It is the responsibility of the Director of Institutional Effectiveness to ensure the online policy manual is updated within two weeks of policy approval.
- The master policy list will update automatically upon approval.

Policy Review

10. Encourage feedback throughout the process. Responsible officer should encourage and collect feedback about their policies for use in the next policy revision.
11. Review policy. Policies should be reviewed and updated annually.
- Create a process, or make a note on your calendar that the policy should to be reviewed and either updated or confirmed current every year. If substantial changes need to be made, this process is followed.