ALEXANDRIA Technical & Community COLLEGE

POLICY/PROCEDURE WORKFLOW

FEEDBACK AND APPROVAL

INITIATION: OFFICE OF INSTITUTIONAL RESEARCH & EFFECTIVENESS

PROPOSALS FOR NEW OR REVISED POLICIES AND PROCEDURES MAY BE SUBMITTED BY ANY EMPLOYEE OR STUDENT.** PROPOSALS MUST BE SUBMITTED TO THE DIRECTOR OF RESEARCH & INSTITUTIONAL EFFECTIVENESS BY EMAILING RESEARCH@ALEXTECH.EDU.

SEE POLICY 1A.1 AND PROCEDURE 1A.1.1 FOR DETAILS.

**ONLY ADMINISTRATION OR FACULTY MAY SUBMIT PROPOSALS PERTAINING TO ACADEMIC AREAS SUCH AS SYLLABI, COMMON COURSE OUTLINES, OR CLASS SIZE MAXIMUMS.

CHAPTER 1: ORGANIZATION & ADMINISTRATION	FEEDBACK: EDI ♦
CHAPTER 2: STUDENT	FEEDBACK: AASC, CASA, EDI, STUDENT SENATE
CHAPTER 3: EDUCATIONAL	FEEDBACK: AASC, CASA, EDI, STUDENT SENATE
CHAPTER 4: HUMAN RESOURCES	FEEDBACK: EDI ♦
CHAPTER 5: ADMINISTRATION	FEEDBACK: CASA, EDI, STUDENT SENATE ♦
CHAPTER 6: FACILITIES MANAGEMENT	FEEDBACK: EDI, FACILITIES COMMITTEE
CHAPTER 7: FINANCE	FEEDBACK: FINANCE COMMITTEE

PRESIDENT'S LEADERSHIP COUNCIL

NEW OR REVISED POLICIES AND PROCEDURES ARE BROUGHT TO LEADERSHIP COUNCIL BY DIRECTOR OF RESEARCH & INSTITUTIONAL EFFECTIVENESS. POLICIES AND PROCEDURES ARE EITHER: APPROVED OR APPROVED WITH EDITS.

FACULTY SHARED GOVERNANCE COUNCIL (FSGC) AGENDA

FSGC REVIEWS NEW OR REVISED POLICIES AND PROCEDURES AND VOTES YES OR NO. IF NO, FEEDBACK IS PROVIDED AND POLICY/PROCEDURE RETURNS TO LEADERSHIP COUNCIL FOR ADDITIONAL DISCUSSION.

NO

YES

NOTIFICATION: FINAL APPROVAL

FSGC RECOMMENDATION WILL BE NOTED IN THE FSGC MINUTES. THE PRESIDENT HAS FINAL APPROVAL AUTHORITY OVER ALL POLICIES/PROCEDURES AND THAT APPROVAL IS REFLECTED IN THE FSGC DECISION LETTER.

PUBLICATION: OFFICE OF INSTITUTIONAL RESEARCH & EFFECTIVENESS; MARKETING & COMMUNICATIONS

NEW OR REVISED POLICIES AND PROCEDURES ARE POSTED TO WEBSITE AT ALEXTECH.EDU/POLICIES. SUMMARY OF CHANGES/ADDITIONS INCLUDED IN EMPLOYEE E-NEWSLETTER.

DISSEMINATION: ADMINISTRATOR(S)

IF A NEW OR REVISED POLICY OR PROCEDURE SIGNIFICANTLY IMPACTS DAY-TO-DAY OPERATIONS FOR STAFF OR FACULTY, THE ADMINISTRATOR WHO OVERSEES THE AFFECTED DEPARTMENT(S) WILL COMMUNICATE WITH EMPLOYEES AND ADDRESS ANY PROCESS CHANGES.

PRESIDENT MAINTAINS FINAL AUTHORITY OVER ALL POLICIES AND PROCEDURES.

💬 = Recommending

♦ = Committee involvement only if stakeholders would be substantially impacted by proposed policy / procedure

Updated March 19, 2024