

SECTION: 1.0 GENERAL

SUBJECT: LC STATE POLICY AND PROCEDURES (Policy on Policies)

Title: Lewis-Clark State College (LC State) Policy on Policies

Background: This policy describes how LC State policies are established, reviewed, revised, and published.

Point of Contact: President, Vice President for Finance and Administration

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: Offices of the President, Provost, and Vice President for Student Affairs

Date of approval by LC State authority: 03/2020

Date of State Board Approval: N/A (Enter N/A if not applicable.)

Date of Most Recent Review: 03/2020 (LC State policies are reviewed once every five years, if the review led to any changes in the policy, use the LC State “approval date” as the review date).

Summary of Major Changes incorporated in this revision to the policy: Policy reviewed in January 2020, no further revisions March 2020. Allow for review once every five years instead of annually.

1. **General Purpose:** This Policy outlines the process by which LC State’s Administration and subordinate units develop, publish, and review policies applicable to college operations, in support of Idaho statutory requirements and higher-level policies established by the Board of Trustees (State Board of Education) for LC State.
2. **Guidelines:** LC State Policies and Procedures (at one time known as the “Faculty/Staff Handbook”) is a collation of institutional policies applicable to all college units and is directive to faculty, staff, and student operations.
 - A. LC State policies and procedures encompass policies/procedures that are applicable to more than one department or organizational unit. Procedures that pertain only to the internal procedures of a single department or functional area do not normally need to be included in the LC State policy manual, unless this is useful for the responsible unit or other units or personnel in the college.
3. **Authority:** LC State policies are written expressions of philosophy and direction, established to provide guidance and assistance to the administration and college constituencies in the conduct of college affairs. LC State policies are not intended to be a legal documents or contracts of employment. The President, as chief administrative officer of the college, may issue policy statements on various issues and amend policies from time to time with or without notice. Policies adopted by LC State are to be consistent with those of the State Board of Education, and, in the event of an inconsistency, the policy of the State Board of Education shall take precedence. When practicable, LC State policies which are derived from guidance from a higher authority (e.g., state law, governor’s executive orders, state board policies etc.) should specifically reference those higher level policies, and/or include links to the authoritative source.

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- A. LC State policies are effective upon approval by the president and remain in full effect until changed by appropriate institutional actions. Exceptions or waivers to LC State policies may be authorized on a case-by-case basis by one of the college's executive officers (i.e., by the president or by any of the vice presidents). Groups or individuals may propose revisions to the Policies and Procedures Manual.
 - B. Contact the office of the responsible vice president (or the office of the president for direct report units) if you have recommended changes or proposals for new policies. Responsibility for the maintenance of the LC State Policy Manual rests in the Office of Administrative Services (208) 792-2240. Standard templates and coordination sheets for new policies and/or policy revisions are available at [LC State Policies](#) or can be obtained, along with guidance on how to prepare policies, from the assistant of the Vice President for Finance and Administration.
4. **Style Considerations:** LC State policies should be clear, accurate, and brief. Policy guidance is typically general and over-arching. Detailed procedural instructions and perishable technical material may be cross-referenced or linked to an LC State policy and should not be embedded within a policy unless necessary. Use plain English. Avoid the use of passive voice—describe clearly who is responsible for specific actions.
 5. **Coordination:** After drafting a proposed policy (or conducting a periodic review), obtain coordination and sign-off from other functional units that may be affected or have a shared interest in the policy.
 - A. Coordination with other units (including comments by those units, if applicable) should be included on the transmittal sheet that is sent to the vice presidents and president for final review and signature.
 6. **Review Process:** Policies should be reviewed and updated as necessary, for example, when driven by changes in higher headquarters (State Board, statutory, Federal, etc.) policies, laws, or executive orders—but normally at least once every five years—by the office of primary responsibility for the given policy. Be sure to verify that any higher-level (State, Federal) guidance cited in the LC State policy is still accurate/relevant during periodic reviews and updates. Contact the assistants for the applicable vice president or president if you have suggestions for improving the policy process itself.