

# Roles and Responsibilities

Also refer to: *Campus Administrative Policy Development and Life Cycle Process Flow*

## Operational

### Responsible Cabinet Member

- Accountable for the substance of policy documents, namely the provisions and compliance with policies under his/her jurisdiction
- Presentation to President's Cabinet
- Ensures there is a system for reviewing and updating all policies within purview
- Approves and supports the Campus Administrative Policy Development and Life Cycle Process Flow
- Responsible for ensuring the appropriate policy environment is in place for the scope of their authority and responsibility.

### Originating Unit

- Responsible for the content within a policy and provides that content for drafts and revisions
- Responsible for communicating and delivering training mandates
- Manages the document throughout the review and approval process
- Conducts periodic reviews of the document and creates new versions when necessary
- Executes appropriate areas of the Campus Administrative Policy Development and Life Cycle Process Flow

### College Community (Faculty, Staff & Students)

- Accountable for policy awareness and adherence
- Responsible for meeting any mandated compliance training

## Administrative

### Governance Groups & Stakeholders

- Acting on precipitating factors, identifies and evaluates the need for a new or revised policy
- Submits policy inquiries
- Provides comments on policies of interest

### Policy Management Steering Committee

- Responsible for reviewing policy inquiries, proposals, and policies up for review or rework
- Provides guidance to the Originating Unit regarding policy drafts and revisions
- Executes appropriate areas of the Campus Administrative Policy Development and Life Cycle Process Flow

### Policy Documentation Team (Admin. Assts. to Responsible Cabinet Members)

- Responsible for publishing approved policies to the website
- Monitors and facilitates annual review of policies on a three-year cycle
- Maintains policy content via CMS