

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR-2.1**

TITLE: **PROCESS FOR APPROVING ADMINISTRATIVE REGULATIONS**

DEFINITION: *Administrative Regulations:* rules, guidelines, and procedures adopted by the President for managing and operating the College.

EFFECTIVE DATE: **FEBRUARY 15, 2005**
Replaces Administrative Regulation AR-2.1 effective July 30, 2002.

PROCESS: The process for adopting new administrative regulations, and amending or repealing existing administrative regulations is the following:

1. Introduction or proposal of an administrative regulation by an internal constituent submitted to President.
2. President reviews proposed regulation and either schedules review of proposed regulation on Senior Administrative Leadership Team (SALT) meeting agenda or makes recommendation to move proposed regulation to comment and governance team review. If moved to SALT meeting agenda, SALT discusses proposal and makes recommendation to President.
3. Proposed regulation is forwarded to appropriate governance team, Learner Outcomes Team (LOT) or Institutional Learning Outcomes Team (ILOT), for review, comment, and recommendation to President. The proposed personnel regulations may also be forwarded to the Classified Staff Council.
4. President places proposed regulation on Governance Council agenda.
5. Proposed regulation is posted for internal comment period (14 days). An e-mail notification is sent to all College staff publicizing the posting date and comment period. Executive Assistant to the President reviews, collects, and reports responses to the President following the end of comment period.
6. Governance Council reviews proposed regulation, recommendations, and comment summary, conducts discussion, and completes vote.
7. President adopts administrative regulation or returns to appropriate Governance Team for further action.
8. Actions to modify, amend, or repeal a current Administrative Regulation shall follow the same process for approval, unless an exception as described in Paragraph 9 below, is determined.
9. For emergency, efficiency, or compliance purposes, the President has absolute authority to approve, amend, or delete any administrative regulation, including for alignment with changed Board of Governors, West Virginia Council for Community & Technical College Education, or other legal authority policy, rule, procedure or law. At the President's discretion, such changes may be proposed through the regular approval process as deemed appropriate.
10. Upon approval by the President, the administrative regulation will be posted on the website within seven (7) days, as well as paper copy filed in the Resource Center.

11. Paper copies of the approved administrative regulation will be distributed to appropriate Senior Administrators no later than the next business day following the President's signature and approval.

FORMAT: College Administrative Regulations signed into effect by the President will be organized in the format attached.

LINDA S. DUNN, PRESIDENT

DATE