PROCEDURE LIT.1.01.01
POLICY AND PROCEDURE CREATION AND REVISION

SCOPE: Faculty and Staff

1. Policy/Procedure Creation and Revision. Policies and procedures are created/revised to establish clear expectations and guidelines, promote consistency, and ensure compliance with laws and regulations.

    1.1. Policy/Procedure recommendations are submitted to the Dean of Strategic Initiatives and Accreditation for initial review and formatting.

        1.1.1. Submitted materials should include identification of any statute, external policy, or other requirement related to the proposed policy or procedure.

2. Vetting.

    2.1. Substantive Additions or Revisions

        2.1.1. If a population of the campus community (i.e. faculty, staff, or student) will be significantly impacted by new policies and procedures or revisions to existing ones, an opportunity for review and comment may be offered through the shared governance body of the population.

        2.1.2. New policies and procedures or significant revisions to existing ones will be presented to the Executive Team for review and recommendation to the President.

    2.2. Form-only Revision. Form-only revisions may be made without Executive Team approval. In such an instance, the Dean of Strategic Initiatives and Accreditation shall notify the Executive Team of changes made at or before the next regularly scheduled meeting of the Executive Team.

        2.2.1. Examples of Form-only revisions:

            2.2.1.1. Name and number of policy or procedure
            2.2.1.2. Spelling or grammar corrections
            2.2.1.3. Relevant statute or policy/procedure changes

3. Document Control. Document Controls are to be used on each policy and procedure to monitor the document's history

        3.1.1. Adopted – Policies and procedures adopted after the adoption of this procedure shall include notation of the month and year in which they were first approved.

        3.1.2. Reviewed – The month and year of a policy or procedures review by the Executive Team, without any revisions being made, shall be notated.

        3.1.3. Revised – The month and year of a policy or procedure's review and subsequent approved revision shall be notated.

4. Publication. Approved policies and procedures shall be published on the Lamar Institute of Technology website.

5. Notification. Upon publication of new or revised policies and procedures, the Dean of Strategic Initiatives and Accreditation shall send notification of the change through the chain of command.

Related Policies: LIT.1.01

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

<u>**Document History**</u>:
Adopted: April 2025
Reviewed:
Revised: