





Broward  
Community  
College

## Procedure Manual

<b>Title:</b> Development of Policies and Procedures	<b>Number:</b> A6Hx1.11
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research indicate are appropriate. The chairperson shall route them to the appropriate Vice President.

**Policy Approval Process.** All new, revised, and amended policies shall be routed through normal administrative channels and submitted to the Board of Trustees using the Board transmittal form. The appropriate Vice President shall ascertain whether all appropriate personnel, including the President of the Faculty Senate on matters affecting the Faculty, have been involved or consulted in the process of developing, revising, or amending these policies.

The appropriate Vice President should submit the new, revised, or amended policy to the President for his recommendation to the Board of Trustees. The President's office is responsible for assuring that proper public notice of the intended action on the policy is advertised. Upon adoption by the Board of Trustees, the policy shall be signed by the President and added to the *Broward Community College Policy and Procedure Manual*.

**Procedures Approval Process.** Procedures shall be routed through normal administrative channels to the appropriate Vice President for submission to the President. Upon approval, the President shall sign the procedure and add it to the *Broward Community College Policy and Procedure Manual*.

**Periodic Review.** Working with appropriate administrators and faculty, the President shall conduct periodic reviews to update policies and procedures and bring them current with changing laws, conditions, and personnel.

[Link to Policy 6Hx2-1.11](#)