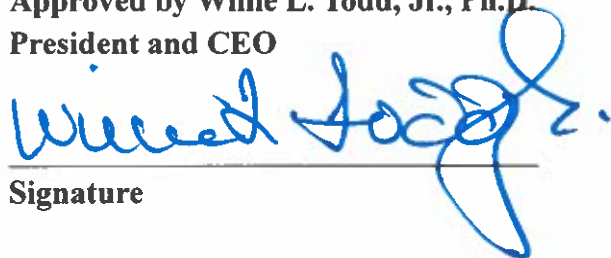**Policy Name:** Policy Development, Approval, Classification, and Numbering System

Policy Number: Presidential Policy 02.40.10.01

Date: September 13, 2025

Review Date: September 13, 2025

Approved by Willie L. Todd, Jr., Ph.D.
President and CEO

Signature

TALLADEGA COLLEGE
Administrative Policy
Creating and Maintaining Policies

Policy Title: Policy Development, Approval, Classification, and Numbering System
Policy Type: Presidential Policy
Policy Number: 02.40.10.01
Approval Date: September 15, 2025
Responsible Office: Division of Institutional Advancement and Effectiveness
Responsible Executive: President/Chief Executive Officer
Applies to: Talladega College Community

POLICY STATEMENT

Talladega College is committed to developing, supporting, and promoting a culture of accountability and transparency. It requires all members of the College community to carry out the College's business in a lawful, professional and ethical manner.

Consistent with the best practice articulated by the Southern Association of Colleges and Schools Commission on Colleges (adopted by the SACSCOC Board of Trustees, June 2018), policy documents must include the following:

- A concise statement of the purpose of the policy and assurance that it is aligned with institutional or unit purposes; and
- The implementation date and the dates of any subsequent revisions to the policy.

TALLADEGA COLLEGE

PURPOSE

This policy outlines the creation and maintenance of all the College's policies, establishing expectations for accountability, clear and consistent formatting, institution-wide publication, and periodic review and evaluation. All members of the College community should be aware of and adhere to the College's policies. Failure to do so may result in disciplinary actions up to and including dismissal.

TYPES OF POLICIES

There are four types of policies at Talladega College:

Board of Trustees ("BOT"): addresses governance of the College as prescribed in the BOT bylaws. The authority to determine when a policy warrants a BOT level of approval rests with the Board and the President, with the advice of legal counsel.

Presidential Policy ("PRES"): policy that promulgates the President's decisions on the operation of the College, Board of Trustees action, changes in law, or new administrative issues within the College itself. The President of the College issues Presidential Policy with the advice of the College Counsel if needed. It expires (ninety) 90 days after the end of the President's term in office, unless reapproved by the new president. BOT approval is not required.

Administrative Policy ("ADM"): addresses critical operational matters to ensure compliance with applicable laws, regulations, and policies at the federal, state, or local levels. Administrative policies address practices and procedures that have broad application throughout the College.

Interim Policy ("INT") is a provisional policy issued by the BOT or the President that satisfies an emergent need or exigency. Interim policies expire 90 days after implementation and may be transitioned to either a BOT or an Administrative policy.

CLASSIFICATION

All College policies will be classified by the policy type, i.e., Board of Trustees, Presidential Policy, Administrative Policy, or Interim Policy.

NUMBERING SYSTEM

Policies promulgated by the Board of Trustees (BOT Policy) and the President (Presidential Policy) are identified as follows: classification, number (sequential), effective year (in parentheticals), and policy title. For example:

CLASSIFICATION	NUMBER	YEAR	TITLE
BOARD OF TRUSTEES	#01	2025	Classification &Numbering System Policy
PRESIDENTIAL POLICY	#02	2025	Inclement Weather Policy
ADMINISTRATIVE POLICY	#03	2025	Dress Code Policy
INTERIM POLICY	#04	2025	

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The effective year is the year of approval or revision.

Divisional Assignments

DIVISION	NUMBER ASSIGNED
10	Division of Academic Affairs
20	Division of Business and Finance
30	Division of Institutional Advancement and Effectiveness
40	Office of the President
50	Division of Student Affairs
60	Division of Enrollment Management

Offices or departments within a Division will be assigned a number within the range allotted to each Division. For example, policies designated as or related to the Office of the Registrar may be assigned the number 60 under the Division of Enrollment Management. Using the example, policies under the Office of the Registrar will be listed as:

03=Administrative/60=Enrollment Management/01=Registrar/01= first policy

Procedures, best practices, guidelines, or forms shall be labeled as such and published on the appropriate Division's website.

ACADEMIC AFFAIRS - #10	NUMBER ASSIGNED
01	Continuing Education
02	Dr. Jewel Plummer Cobb Honors Program
03	Dr. William R. Harvey Museum of Art
04	Dual Enrollment
05	Savery Library
06	School of Business Administration
07	School of Humanities and Fine Arts
08	School of Natural Sciences and Mathematics
09	School of Social Sciences and Education
10	Student Success
11	Transformation Office
12	Other

BUSINESS AND FINANCE - #20	NUMBER ASSIGNED
01	Dining Services (Contractual)
02	Dining Services (Non-Contractual)
03	Facilities Management
04	Finances
05	Talladega College Mail Room
06	Transportation
07	Other

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INSTITUTIONAL ADVANCEMENT & EFFECTIVENESS - #30   NUMBER ASSIGNED

01	Advancement Services
02	Alumni Relations
03	Development & Major Gifts
04	Institutional Assessment
05	Institutional Effectiveness
06	Institutional Research
07	Public Relations
08	Other

PRESIDENT'S OFFICE - #40   NUMBER ASSIGNED

01	Athletics
02	Institutional Scholarships
03	Information Technology
04	Campus Police & Safety
05	Title XI
06	Operations
07	Human Resources
08	Sponsored Programs
09	Title III Program
10	Other

STUDENT AFFAIRS - #50   NUMBER ASSIGNED

01	ADA Compliance
02	Career Exploration
03	Counseling Residence Life
04	Great Tornado Marching Band
05	Health and Wellness
06	Student Life, Leadership, & Campus Events
07	Student Conduct and Development
08	Other

ENROLLMENT MANAGEMENT - #60   NUMBER ASSIGNED

01	Registrar Services
02	Financial Aid
03	Admissions
04	Recruitment
05	International Services & Support
06	Other

DEFINITIONS

Emergency Need or Exigency: A need or situation arising unexpectedly or calling for prompt action and requiring immediate action or decision.

Policy: A document that articulates requirements and expectations for behavior, actions, and activities of the College community. A policy may require or prohibit an action, support compliance with applicable laws and regulations, and/or mitigate risk.

Policy Administrator: Employee designated by the College President to administer the College's policymaking process. The Policy Administrator is responsible for overseeing institution-wide compliance with the provisions of this policy.

Policy Library: The official online repository of all existing BOT, Administrative, Interim, and Local College Policies.

Policy Statement: Describes the purpose, key requirements, and expectations of the policy.

Procedures: Step-by-step descriptions of the tasks required to support and carry out College policies. Procedures outline the steps for fulfilling policy requirements. Procedures may also document a course of action completed in a defined order, ensuring a consistent and repetitive approach to achieving policy requirements.

Related Documents: May include federal regulations, state regulations, state policies, and College policies, procedures, and guidelines. Related Documents are critical to the development of corresponding policies and procedures.

Responsible Executive: Cabinet-level senior executive with management responsibility for one of the College's primary operating units. Responsible Executives are fully accountable for ensuring that all College policies under their control comply with the provisions of this policy.

Responsible Office: The Responsible Office is the office charged with policy ownership. Ownership encompasses authorship and accountability for a policy, including the accuracy of the subject matter, education and training of relevant audiences, enforcement and monitoring of compliance with the policy, and timely review.

Timely Review: A timely review is defined as a triennial review, at a minimum, for necessary revision. Pending regulatory changes may necessitate policy revisions and implementations that occur before the review date. Each Responsible Office has this responsibility.

Significant Policies: Those policies that directly impact life, safety, and the financial viability of the College as identified by the Board of Trustees, College President, or Responsible Executives (e.g.,

Campus Safety, Weapons, Title IX, Student Privacy, Employee Code of Ethics, and Employee Conflict of Interest, etc.). When designing policy education, training, and compliance programs, policy owners should ensure that significant policies receive priority.

Stakeholders: For this policy, stakeholders include, but are not limited to, members of the College community and external constituents with a vested interest in the College (e.g., alumni, local and state governments, local business leaders, local community leaders, etc.).

College Governance: For purposes of this policy, College Governance consists of the following internal groups or individuals in the following order of approval authority:

1. Board of Trustees (with applicable policies)

2. President

3. Provost and Executive Vice President

4. Vice Presidents and Associate Vice Presidents

5. Faculty Representative Body

6. Student Representative Body

College Community: The College Community encompasses all BOT members, administrators, faculty, staff, students, student employees, contractors, agents, visitors, and volunteers of Talladega College.

INTERPRETATION

The Board of Trustees (BOT) and the President's Office officially interpret this policy. The College Policy Administrator serves as the oversight authority for implementing the requirements of this policy.

Generally, all communication of an official nature directed to the BOT shall be channeled through the Office of the President and subsequently forwarded to the BOT within a reasonable time.

The President, in cooperation with the BOT, is responsible for facilitating the adoption, amendment, modification or repeal of this and all BOT Policies. Questions regarding this policy should be submitted to the President's Office.

CREATING AND MAINTAINING POLICIES

I. Policy Initiation

Any member of the College at Community may recommend a new policy or changes to the existing College policy through the following process:

Step 1: Submit a Statement of Proposed Policy or Statement of Proposed Policy Change to your

divisional Dean or designated Vice President or Associate Vice President for review and proper routing to the appropriate responsible executive for consideration.

The proponent must designate the proposed policy as either a proposed Board of Trustees, Presidential, Administrative, or Interim Policy. Before initiating any policy action, it is strongly recommended that input be sought from the Responsible Office with subject matter jurisdiction to assess the need for the proposed policy or change to existing policy.

Step 2: Responsible Executives with subject matter jurisdiction will make every reasonable effort to formulate a recommendation regarding approval or disapproval of policy proposals within 30 calendar days of receipt from the College Policy Administrator.

Such recommendations for approval/disapproval must be communicated to the Policy Administrator for tracking and further action.

Approved policy proposals must also designate the Responsible Office for policy development. The Responsible Executive shall make such a designation with subject matter jurisdiction over the policy proposal.

Recommended disapproval of policy proposals will undergo additional review by the Cabinet and, when necessary, legal counsel to ensure that such disapproval is warranted.

The Vice President and Associate Vice President for each designated area will notify policy initiators in writing as to the disposition of all submitted policy proposals.

Step 3: The Vice President and/or Associate Vice President will forward approved policy proposals to the designated Responsible Office for policy development.

II. Policy Development

As recognized subject matter experts, the designated Responsible Office is responsible for all aspects of policy development. This includes analyzing the proposed policy's potential impact on the College, ensuring that relevant stakeholders are involved throughout the policy development process, and drafting the policy. All College policies shall utilize the prescribed Policy Template.

Each policy shall be identified as a BOT Policy, Presidential Policy, Administrative Policy, or Interim Policy by the Policy Classification and Numbering System. The College's Policy Administrator is available to consult on questions related to the requirements of this policy.

Draft policies must identify:

- The policy type;

- The policy numbering sequence;

- The Responsible Office for implementing the policy;

- The means by which College stakeholders are informed of the policy and procedures to be followed;

- A timeline for completion of procedures and development of education and training plans for impacted stakeholders;

- A clearly defined methodology for monitoring compliance with the policy and reporting results; and

- A schedule for reviewing the effectiveness of the policy and its attendant procedures.

III. Policy Approval

Following completion of the initial policy draft, the Responsible Office must complete the following steps to secure policy approval:

- Step 1: Submit the initial policy draft to the Responsible Executive for review and approval.

- Step 2: *Administrative Policies* – The Vice President and/or Associate Vice President of each Responsible Executive or designee will present the final policy to the Cabinet, which is led by the President, for review and approval.

The Cabinet will vote and approve or disapprove by a simple majority vote. College Administrative policies that conflict with BOT policies or other BOT actions are void.

- Step 3: *Board of Trustees Policies* – The Responsible Executive will present the final policy to the President and Cabinet for approval by simple majority vote. If approved by the Cabinet and President, the College Policy Administrator will present the policy draft during the next scheduled meeting of the BOT Policy Committee. The BOT Policy Committee may approve, amend, or reject the policy by a simple majority vote. Approved policies will be posted to *Board Effect* within 5 business days of approval and considered by the full Board of Trustees during its next scheduled meeting.

- Note that BOT Policies may be adopted, amended, modified or repealed, in whole or in part at the direction or initiation of the Board or at the suggestion of the President. The BOT Bylaws govern the voting process and protocols.

Informational Guide. BOT Policies are effective upon adoption by the Board, or the Executive Committee when the Board is not in session, unless the Board fixes a different date or different guidelines are established in the BOT Bylaws.

Interim Policy

Interim policies are provisional policies issued by the BOT or the President to satisfy an emergent need or exigency. When an emergent need or exigency is declared or deemed necessary by the BOT or the President, the procedural requirements for policy initiation, development, approval, and publication are suspended. Interim policies expire 90 days after implementation and may be transitioned to either a BOT or an Administrative policy.

Initiation, Development, and Approval:

The Responsible Executive or Office identifies the need for an Interim Policy to fulfill an emergent need until a final policy can be adopted.

College legal counsel will be consulted if necessary.

IV. Publication of Policies

All Board of Trustees, Presidential, Administrative, and Interim policies shall be widely published or distributed to the College community. To ensure timely publication and distribution thereof, the College Policy Administrator will make every effort to communicate the policy in writing, electronically, or otherwise, to the College community within 14 days of approval; and submit the policy for inclusion in the online Policy Library within fourteen (14) days of approval.

V. Training:

The Responsible Office will

1. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary;

2. Evaluate the effectiveness of policies at achieving the desired results/outcomes;

3. Monitor compliance and address or report detected issues; and

4. Strive to review and evaluate policies on a triennial basis or sooner as required.

Failure to satisfy procedural requirements does not invalidate this policy.

VI. Policy Review Schedule, Evaluation, and Compliance Requirements

All policies must designate the Responsible Office that owns the policy and is responsible for its administration and implementation. Ownership encompasses authorship and accountability for a policy, as well as the accuracy of the subject matter, providing education and training to relevant audiences, and enforcing and monitoring compliance with the policy.

Responsible Executives are fully accountable for ensuring College-wide compliance with policies under their control and must ensure that compliance plans are developed for each policy. When developing compliance plans, priority should be given to significant policies as defined in this policy.

To ensure conformity with this policy, the College Policy Administrator will require all policy owners to evaluate the effectiveness and compliance of all policies.

Effective Date and Review Period

Policies become effective on the date specified in the policy, or immediately if no date is specified. The Responsible Executive or Office is responsible for implementation in accordance with the policy and

any procedures included therein. All policies shall include a scheduled review date, which shall be on a triennial basis unless an earlier review is warranted.

Revisions

Any revision to existing BOT and Administrative policies must be approved through the prescribed process outlined in Section I of this policy.

Policy owners must include a detailed summary of all revisions made to individual policies whenever such revisions occur. This summary of revisions must be submitted to the College Policy Administrator along with the revised policy for inclusion in the College Policy Library within 10 business days after such revision is approved.

If a policy is deemed obsolete, retirement may be requested for approval from the Cabinet.

Upon retirement, notification should be sent to the College Policy Administrator so that the policy can be removed from the College Policy Library and transitioned to the College Archive.

VII. EDUCATION AND COMPLIANCE

The College Policy Administrator shall provide quarterly workshops for the purpose of educating the College community on the provisions of this policy. To ensure compliance with the provisions of this policy, the College Policy Administrator shall require all policy owners to complete a standardized policymaking checklist when developing or amending policies. This checklist shall be aligned with the provisions of this policy and will be maintained by both the policy owner and Policy Administrator. The Policy Administrator shall also keep a list of policy review dates to ensure the proper maintenance of the College's policy inventory.

CONTACT(S)
The Office of the President interprets this policy.

STAKEHOLDER(S)
BOT, Faculty, staff, and students.

PUBLICATION
The policy will be published and disseminated to the College community at large.
The Director of Institutional Research and Effectiveness and the Chief Marketing and Communication Officer will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to

the College community at large within fourteen (14) days of
approval;
- Submit the policy for inclusion in the online Policy Library within fourteen
(14) days of approval;
- Communicate with the Office of the President and the Director of Institutional
Research and Effectiveness and/or Designee to post the policy on the College's
Websites; and
- Educate and train all stakeholders and appropriate audiences on the
policy's content, as necessary.

REVIEW SCHEDULE
- Next Scheduled Review: 8/26/28
- Approval by date: President, 08/26/2025
- Revision History: NA
- Supersedes: NA

RELATED DOCUMENTS:

FORMS: Policy Template