
Chapter: Executive Leadership

Modification No. 003

Subject: **Formulation and Issuance of College Policies and Procedures**

- I. Montgomery College is committed to providing clearly articulated and publicly posted policies that support the advancement of the College's mission.
- II. The Board of Trustees, in consultation with the president of the College, develops and establishes policies that serve as the general principles for operations and decision-making and, where appropriate, for delegating authority to the president.
- III. These policies are established pursuant to authority granted to the Board of Trustees under the Maryland Education Article, Title 16 Community Colleges, and are intended to address the responsibilities entrusted to the trustees under that Title.
- IV. As chief executive officer of the College, the president is responsible for bringing forth new policy recommendations and for implementing and maintaining these policies through appropriate procedures.
- V. All members of the College community, including guests on College premises, are subject to the policies and procedures as currently amended and posted, and are charged with notice and knowledge of their provisions.
- VI. The Board of Trustees is committed to maintaining College policies that are relevant, compliant, clear, and accurate. The president is directed to ensure that each established policy is reviewed as needed, but no less frequently than once during each reaccreditation cycle of the College and recommending to the Board that they be updated or retired when appropriate.
- VII. The President is authorized to make editorial changes that do not otherwise affect policy content or substance to Board policy at any time during the life cycle of a policy and such changes may be adopted without further Board consideration or action.
- VIII. In exceptional circumstances, such as the need for immediate compliance with an applicable law, identification of a gap, or omission, or conflict with another Policy that creates immediate risk or vulnerability for the College; and/or identification of an unanticipated significant negative impact on the College if a Policy is not adopted, the president may approve a policy on an interim basis. Interim policies should be forwarded to the Board for consideration and full adoption as soon as possible.
- IX. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy. The president is also authorized to waive or change the application of these procedures under circumstances deemed appropriate by the president, regardless of the provisions of the posted procedures; this authority to waive or change application may not be delegated by the president except as may be specifically provided in a procedure.

Effective Date: June 18, 2012.

Modification Date(s): November 13, 2023; May 19, 2025.

Last Review Date: May 19, 2025.

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I. Regular Review of Policies and Procedures

- A. All policies and procedures are subject to regular and continuous review for mission and strategy relevance, compliance, clarity, and effectiveness. The responsible senior executive, or designee, for each policy shall review each policy and its procedure as needed, at least once every accreditation cycle.
- B. If, following the review of policy, no changes are recommended, the policy as it stands shall be presented at a Board of Trustees meeting as an informational agenda item at the last Board meeting of each semester along with other policies for which no changes are recommended. The date of the board meeting shall be notated on the policy document as the last review date.

II. Proposing New or Revised Policies

- A. Any member of the College community may recommend a new policy or modification to an existing policy through the college governance system.
- B. The recommendation will be reviewed by senior administrative leadership, in consultation with relevant members of the College community who have knowledge of the content.
- C. Subsequent drafts of a new or modified policy will be posted for feedback from the College community and affected stakeholders. Urgently needed proposals may have an expedited review that may not include these steps before approval.
- D. Except in the special circumstances outlined in Section VIII of this policy, all new policies, and all substantive and non-minor modifications to policies, must be approved by the Board of Trustees.
- E. Minor modifications are editorial changes that do not otherwise affect policy content or substance, including but not limited to: organizational structure, position or office titles, dates, information technology-based systems, contact names and information, references to laws, rules, or policies; and corrections to grammar, punctuation, or clerical errors; or to conform to other Board policies in any other non-substantive ways. Such minor modifications may be made to Board policy at any time during the life cycle of a policy without further Board consideration or action. Dates of administrative modifications will be notated on the policy document.
- F. Upon approval, the policy will be posted to the official policies and procedures web page following a standard format to include effective date, modification date(s), and review date(s) as appropriate.
- G. The College community will be informed of the new or modified policy via standard communication and governance channels.

III. Proposing New or Revised Procedures

- A. Any member of the College community may recommend a new procedure or modification to an existing procedure through the college governance system.
- B. The recommendation will be reviewed by senior administrative leadership, in consultation with relevant members of the College community who have knowledge of the content.
- C. Subsequent drafts of a new or modified procedure will be posted for feedback by the College community and affected stakeholders. Urgently needed proposals may have an expedited review that may not include these steps before approval.
- D. Upon approval by the president, the procedure will be posted to the official policies and procedures web page following a standard format to include approval date(s).
- E. The College community will be informed of the new or modified procedure via standard communication and governance channels.

IV. Retirement of Policies and Procedures

- A. Policies/procedures that are no longer necessary because of a change in law or operations, or because their content is included in other policies, may be retired.
- B. Retirement of policy must be approved by the Board of Trustees.
- C. When a policy or procedure is retired, the College community will be informed of the new or modified policy/procedure via standard communication and governance channels.

V. Suspension of Procedures

If the president deems it appropriate to waive, temporarily change, or suspend the application of a procedure, all affected employees shall receive notice in writing, in advance, if possible, with a rationale for the action and any available timelines for reinstatement or revision.

Administrative Approval: June 18, 2012; January 22, 2019; April 16, 2025.