

**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: 07/30/02; Revised 02/15/05; 01/24/12; 02/25/20


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

1. Introduction of administrative regulation proposal by an internal constituent is submitted to the appropriate departments for review/comment/recommendation.
2. Proposed regulation is forwarded to appropriate governance team, Learner Outcomes Team (LOT) and/or Institutional Effectiveness Team (IET) for review, comment, and recommendation to President's Cabinet. The proposed personnel regulations may also be forwarded to the Classified Staff Council and Faculty Assembly.
3. Proposed regulation is placed on President's Cabinet meeting agenda or President's Cabinet discusses proposal and finalizes recommendation to President.
4. Upon approval, proposed regulation is posted for an internal comment period (14 days). An email 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.
5. President adopts administrative regulation or returns to appropriate Governance Team for further action.
6. Actions to modify, amend, or repeal a current Administrative Regulation shall follow the same process for approval, unless an exception as described Paragraph 7 below, is determined.
7. 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.
8. Upon approval by the President, the administrative regulation will be posted on the website within seven (7) days and stored on the Share File.

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



President



Date

Revised: 02/14/05; 01/15/09; 02/24/20

Approved by LOT: 02/24/20

Approved by President's Cabinet: 01/24/12; 02/25/20

Informational Review by the Board of Governors: 05/19/21

Posted for 14-day comment: 01/25/12 – 02/08/12