



BERGEN COMMUNITY COLLEGE POLICY

Policy Name:	See below				
Section #:	See below	Section Title:	See below		Former #: See below
Approval Authority:	See below		Adopted:	See below	Reviewed: See below
Responsible Executive:	See below		Revised:	See below	
Responsible Office:	See below		Contact:	See below	

Policy Name: It is the primary means of identifying, locating and referring to a policy. It should be clear and concise and accurately represent the policy content.

Section #: The section number will be assigned by the Office of the Executive Vice President.

Section Title: The section title will be assigned by the Office of the Executive Vice President.

Formerly Book: The regulation number from the former College Policies and Procedures Manual, if applicable, to be entered by the Office of the Executive Vice President.

Approval Authority: This authority (Board of Trustees, President, or senior executive) is responsible for final approval of a new or revised policy. In some cases, the “Approval Authority” will be the same as the “Responsible Executive” as described below.

Responsible Executive: The President or board of trustees charges this individual with the responsibility to oversee development of certain college policies and the revision of existing policies as required in his or her area of jurisdiction and to ensure that appropriate stakeholders (e.g., senior executives, vice presidents, deans, administrators, etc...) are appropriately consulted during these processes. This executive also designates a responsible office as explained below.

Responsible Office: Under the direction of the Responsible Executive, the responsible office develops or updates a particular policy and will be accountable for the accuracy of its subject matter, its issuance, and timely review. This office is also responsible for ensuring that procedures necessary to carry out the policy are current and available as hyperlinks to the appropriate departmental web site.

Adopted: Date the policy was first posted on the policy library website (entered by the Office of the Executive Vice President).

Reviewed: Date the policy was last reviewed (entered by the Office of the Executive Vice President).

Revised: Date(s) of revisions made to the policy (entered by the Office of the Executive Vice President).

Contact: Specify Responsible Office contact that can serve as a focal point for responding to comments and specific questions about the policy. Provide an email address, preferably an office email rather than an individual’s personal email. Please include telephone numbers and URLs if appropriate.

1. Policy Statement

All policies are subject to amendment. Please refer to the Bergen Community College Policy Library website (bergen.edu/policylibrary) for the official, most recent version.



This section broadly describes policy's core provisions, or requirements. This section should generally be very brief.

2. **Reason for Policy**

This section should state the purpose, rationale and justification, citing any legal or regulatory reasons for this policy. This section should generally be very brief.

3. **Who Should Read this Policy**

In this section, please list the broad job classifications of the individuals who should comply with the policy requirements, individuals who must understand the policy in order to do their jobs, and individuals who are affected by the policy. In many cases, it will be "all members of the Bergen Community College community." However, to assist you with this section, some other examples are listed below:

- All members of the Bergen Community College community
- All faculty and staff members
- All faculty and staff members including student employees
- Supervisors
- Faculty and staff members with managerial or supervisory responsibilities for staff or operations
- Vice presidents
- Deans, directors, chairs, and department heads
- College administrators
- Departmental administrators
- Business managers
- Administrative staff
- Financial staff
- Staff responsible for reviewing and/or approving sponsored proposal submissions
- Anyone whose travel is charged to a Bergen account
- Employees who authorize travel, make travel arrangements, process travel documents, or have signature authority on accounts
- Anyone granted access to Bergen Community College data

4. **Resources**

This section may list resources including links to related college policy documents, other related documents or contacts in addition to the one listed in the header under "Contact" from Responsible Office.

- a. College documents such as policies, guidelines, manuals, contracts, etc.
- b. Other documents such as laws, regulations, statutes, etc.
- c. Departmental websites where procedures are maintained
- d. Contact information for relevant subject matter experts



5. **Definitions**

Define any specialized terms used in the policy. List terms alphabetically using the format below.

[Term]

[Insert definition here.]

6. **The Policy**

Insert the policy in this section. Please use a standard outline format (i.e., I.A.1.a).

Optional Table of Contents

Include a table of contents only for those policies that are complex or longer than 8 pages. Not all policies will require a table of contents.