

Essex County College College Regulation

REG 1-2 DEVELOPMENT OF COLLEGE REGULATIONS

Purpose:

To exercise the authority vested in the College pursuant to N.J.S.A. 18A: 64A-1 et seq and N.J.A.C. Title 9A; and to achieve uniformity in the formulation, development, approval and distribution of College Regulations.

Definition(s):

A College Regulation is an "administrative directive" which grants authority delegated by the President for the day-to-day operations of the College.

Application:

1. A College Regulation shall be approved by the President, following review and recommendation by the Cabinet.
2. A College Regulation shall be binding on all College students, employees, agents, affiliates, consultants, independent contractors, and third-party contractors/vendors.
3. A College Regulation shall have the format shown below:

ESSEX COUNTY COLLEGE:

COLLEGE REGULATION:

REG# TITLE OF REGULATION:

PURPOSE:

DEFINITION:

APPLICATION:

Responsible Official(s)

Reference(s)

Regulation History

- (a) ANNOUNCEMENT/COMMENT PERIOD: After initial Cabinet presentation, review, and agreement to move forward for public comments, the proposed Regulation will be shared via-electronic means to the college community by the Office of Marketing and Communications.

The college community shall have seven (7) calendar days to submit comments to the proposed Regulation. Comments shall be submitted during the seven (7) calendar day period to the Office of Compliance and Equity at compliance@essex.edu in order to be reviewed and considered by Cabinet.

- (b) APPROVAL: At a Cabinet meeting following the close of the comment period, the Cabinet shall review the Regulation for final approval. Except for the Regulation passed on an emergency basis, the Regulation shall become effective upon the Cabinet's final approval, unless substantial comment necessitates further consideration. Substantial changes to the Regulation will follow the same process outlined in Section (a) above.
- (c) DISTRIBUTION/EFFECTIVE DATE. The approved Regulation will be uploaded on the College's website, and distributed to all Area Heads for dissemination to the Offices and employees under their purview.
- (d) REVISION/AMENDMENT:. The process for revision or amendment of a College Regulation is the same as that for initial approval.
- (e) REGULATION HISTORY: Will state any revisions and the approved date of the regulation.

Responsible Official(s):	Reference(s): <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17, 10/23	Attachment(s):