



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Development of Board Policies and Administrative Procedures
<i>AP Number:</i>	AP 1.01.01
<i>Adoption Date:</i>	5/3/94
<i>Schedule for Review & Update:</i>	Every three years
<i>Revision Date(s):</i>	6/3/03, 9/5/05, 11/5/09, 3/12/15, 4/18/16, 11/9/20, 5/11/23
<i>Review Date(s):</i>	6/3/03, 9/5/05, 11/5/09, 3/12/15, 1/13/21, 5/11/23, 11/8/23
<i>Sponsoring Unit/Department:</i>	Chancellor
<i>Policy Title(s) & No(s):</i>	Prime Policy, BP 1.01; Interpretation of Revised Policies, BP 1.02; Development and Revisions of Standard Operating Procedures (SOPs), AP 1.01.03
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

SECTION 1: Delegation to the General Counsel

- 1.1 The Chancellor delegates to the Office of the General Counsel the responsibility to ensure that Board Policies (“BPs”) and Administrative Procedures (“APs”) are complete and up-to-date.
- 1.2 The General Counsel is responsible for maintaining the section(s) of the Pima Community College (“College”) website where BPs and APs are posted.

SECTION 2: Sponsoring Units

- 2.1 The General Counsel will assist Sponsoring Units in the development, promulgation, distribution, and updating of their respective BPs and APs.
- 2.2 Sponsoring Units will develop an implementation plan for each BP and AP they develop or update or for which they are responsible, and provide any necessary training on those BPs and APs to their respective Responsible Departments and other College employees as appropriate.
- 2.3 The Chancellor delegates to the Lead Administrator of each BP's or AP's Sponsoring Unit the responsibility for developing, maintaining, and administering any SOPs and/or operations manuals necessary to implement the BP's or AP's provisions. The Lead Administrator may, in turn, further delegate this responsibility to other employees or Responsible Departments within Sponsoring Unit.

SECTION 3: Ambiguity/Conflict in and Final Interpretation of BPs & APs

- 3.1 In the event of a genuine and material ambiguity in or conflicting applications of the language of a BP or AP, or a genuine and material conflict between the provisions of one or more BPs and/or APs, the Chancellor shall be responsible for making the final interpretation.
- 3.2 All final interpretations of BPs and APs made by the Chancellor shall be issued in writing, dated, and posted promptly to the College's website in the same location as their corresponding BPs and APs.
- 3.3 A Chancellor's interpretation becomes effective at the time it is posted to the College's website. Once posted, an interpretation by the Chancellor carries the same authority as the BP or AP it interprets.
- 3.4 All BPs and APs for which the Chancellor has issued an interpretation shall be reviewed no later than at the next scheduled review date, in accordance with the standard revision process, to clarify and resolve all ambiguities and/or conflicts addressed by the Chancellor's interpretation. Once a revised BP or AP is adopted, the Chancellor's interpretation shall be withdrawn and removed from the College's website.

SECTION 4: Definitions

“AP” means Administrative Procedure.

“BP” means Board Policy.

“College” means Pima Community College or the Pima County Community College District.

“Lead Administrator” means the highest-level College employee with administrative authority over the Sponsoring Unit specified in a College Policy or that employee’s designee. In the event a College Policy specifies two or more Sponsoring Units, “Lead Administrator” shall mean the College employee with the most direct administrative authority over each Sponsoring Unit.

“Responsible Department” means the College office, division, or working group responsible for carrying out one or more directives or duties specified by an AP. A Responsible Department will generally be a constituent part of an AP’s Sponsoring Unit.

“SOP” means Standard Operating Procedure.

“Sponsoring Unit” means the College administrative unit or department specified by an AP as being primarily responsible for the AP’s development, implementation, and periodic review and revision (*i.e.*, the “*Sponsoring Unit/Department*” in an AP’s caption). A Sponsoring Unit will generally consist of one or more constituent Responsible Departments.