ADMINISTRATION/MANAGEMENT   TOC

B –4a PROCEDURE   Policy, Procedure Development/Review

Objective: To create alignment across divisions of SCC with regard to all SCC policies and procedures.

Activation:

POLICY Creation:
1. New policy idea proposed with draft business case
2. President/Admin Team approval to move forward
3. Engage responsible stakeholders, Board members, faculty, staff, students, and others
4. HR review including formatting
(revision could be procedure to policy, policy to procedure, sunset or change in content)
5. Legal review (as needed)
6. Admin Team (review or revise as needed)
7. Division/Stakeholder (review or revise as needed)
8. Admin Team Final Approval
9. HR & Equity Board Review/Revise
10. Board Review/Revise/Approval
11. Updates to file/Communication

POLICY Review:
1. Identify Review Schedule
2. Engage responsible stakeholders, Board members, faculty, staff, students, and others
3. HR review including formatting
4. Recommendation for no change or possible revision
(revision could be procedure to policy, policy to procedure, sunset or change in content)
5. Legal review (as needed)
6. Admin Team (review or revise as needed)
7. Division/Stakeholder (review or revise as needed)
8. Admin Team Final Approval
9. HR & Equity Board of Governors Review/Revision
10. Board of Governors Review/Revision/Approval
11. Updates to files/Communication

PROCEDURE Creation:
1. New procedure idea proposed with draft business case
2. President/Admin Team approval to move forward
3. Engage responsible stakeholders, Board members, faculty, staff, students, and others
4. HR review including formatting (revision could be procedure to policy, policy to procedure, sunset or change in content)

B –4a PROCEDURE   Policy, Procedure Development/Review

5. Legal review (as needed)
6. Admin Team (revisions as needed)
7. Division/Stakeholder (revision as needed)
8. Admin Team Final Approval
9. Updates to file/Communication

PROCEDURE Review:
1. Identify Review Schedule
2. Engage responsible stakeholders, Board members, faculty, staff, students, and others
3. HR review including formatting
(revision could be procedure to policy, policy to procedure, sunset or change in content)
4. Legal review (as needed)
5. Admin Team (review or revise as needed)
6. Division/Stakeholder (review or revise as needed)
7. Admin Team Final Approval
8. Updates to files/Communication

NEW POLICY/PROCEDURE PROPOSAL:
All new policy or procedure proposals require initial draft business case:
1. What the policy/procedure is
2. How it will be executed
3. FAQ sheet of possible issues and how they will be addressed
4. Tentative timeline for execution
Approval must first be granted by the President or Administrative Team for any draft business cases to move forward through above process.

Best Practice
All policies, procedures and initiatives should be drafted and written with an eye toward Goal 9.6, "maximizing a positive and engaging organizational environment by encouraging input, reflective and transparent communication, and compassion and respect toward the views and ideas of others."

New policies or procedures:
Positive | Succinct language | Clear direction | References to job titles or job classifications (no specific people) | Cross-reference to current policy/procedure | Include the following links:

B –4a PROCEDURE   Policy, Procedure Development/Review

Related Policy/Procedure:
Adoption:
Review:
Revision:
Web Link:
Tags:

Any acronyms, words or phrasing requiring further definition should be referenced within the policy/procedure or addendum. Formats should follow the templates located on the Hub. (The Hub/Human Resources/Document Forms)

Any individual or team identifying an error, either non-substantive (i.e. grammatical error) or significant (i.e. policy no longer in practice or not in compliance with updated laws and regulations) shall submit to Human Resources a completed "Policy or Procedure Revision form" (template version located on The Hub/Human Resources/Document Forms).
Link to Creation of NEW Policy/Procedure Proposal
Link to Revision of CURRENT Policy/Procedure Proposal

Non-substantive revisions will be made immediately and posted to all necessary locations. Significant revisions will be submitted to the Administrative Team for review and if approved will be finalized and updated through the above process.

Sample templates can be found at this link

Policy Number: (i.e. B-5)   POLICY   Title

Southeast Community College (SCC)…
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

Related Procedure: Linked Procedure Number (i.e. B-5a)
Adopted: Date
Reviewed: Dates
Revised: Dates
Web link: live link to Hub/Website
Tags: easily identifiable words enabling search database to find specific policy, procedure, or initiatives.

B –4a PROCEDURE   Policy, Procedure Development/Review

Procedure Number: (i.e. B-5a) PROCEDURE Title

Objective: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXX
Activation: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXX
Best Practice: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Related Policy: Linked Policy Number (i.e. B-5)
Adopted: Date
Reviewed: Dates
Revised: Dates
Web link: live link to Hub/Website
Tags: easily identifiable words enabling search database to find specific policy, procedure, or initiatives.

Related Policy: B-5
Adoption: 09/18/18
Review: 02/12/19,
7/13/20, 2/28/23
Revision: 7/13/20, 3/6/23
Web Link:
Tags: policy/procedure creation, policy/procedure review or revision