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.

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 execu1.2lTf0 Tc 0 Tw 0.7w 0.228 00 Td(D)-jEMVLBody k71:

ADMINISTRATION/MANAGEMENT

B –4a PROCEDURE   Policy, Procedure Development/Review

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

Objective: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXX
Activation: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXX
Best Practice: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Related Policy: Linked Policy Number (i.e. B-5)
Adopted: Date
Reviewed: Dates
Revised: Dates
Web link: live link to Hub/Website