



COLLEGE POLICY

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.

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Section B approved by Admin Team 05.18.20

effective 05.19.20



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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

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TOC

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

[illegible]

Related Policy: Linked Policy Number (i.e. B-5)

Adopted: Date _____

Reviewed: Dates

Revised: Dates

Web link: live link to Hub/Website

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