



Procedure Development and Review

1. PURPOSE

This procedure established the process for the development, approval, and periodic review of college policies at Northern Pennsylvania regional College (“NPRC” or the “College”).

2. APPLICABILITY

This procedure is applicable to all college divisions, departments, Board of Trustees, and employees.

3. ASSOCIATED POLICIES AND DOCUMENTS

- 3.1 INDX-1310-01: Master Policy Index
- 3.2 CLDR-1310: Policy Review Schedule
- 3.3 NPRC-1005: Shared Governance
- 3.4 NPRC-1310: Policy Development and Review
- 3.5 INDX-1310-02: Document Naming Key
- 3.6 FORM-1310-01: Policy and Procedure SOP
- 3.7 TEMP-1310-02: Procedure Development Template

4. DEFINITIONS

- 4.1 Not applicable

5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

- 5.1 Institutional procedures are considered when they meet the following criteria:
 - 5.1.1 Incorporates cross-departmental operation and collaboration in support of institutional policy;
 - 5.1.2 Activities that include use of institutional budgets; or
 - 5.1.3 Falls outside of the scope of internal process-related departmental functions and activities.
- 5.2 Procedures must be associated with, and applicable to, an existing institutional policy.

- 5.2.1 As much as practicable, any procedures related to policy should be identified and drafted at the time of policy development or revision.
- 5.3 Primary responsibility for the development and review of a procedure is determined by the President's Council member supervising the related policy development or revision unless primary responsibility is otherwise designated by the President.
- 5.4 Once primary responsibility is assigned, and determination if a procedure is necessary, FORM-1310-01: Policy and Procedure Development SOP will be submitted to the chair of the Policy Logistics Committee (PLC) to initiate procedure origination or revision.
 - 5.4.1 The Chair has five (5) business days to process this request.
- 5.5 The timeline for procedure completion will be established between the assigned employee and established supervisor to align with the policy approval process and timeframe.
- 5.6 After receiving the appropriate FORM-1310-01: Policy and Procedure Development SOP, the Chair of PLC will assign a folder with templates and existing related documents for revision activities if a policy folder is not already developed.
- 5.7 Procedures will be written or revised in accordance with TEMP-1310-02: Procedure Development Template. Procedures will have the respective file name PROC-XXXX-XX-ProcedureNameNoSpacesEachWordCapitalized-YYYY-MM-DD-draft.
- 5.8 During a procedure's initial development or review, collaboration and feedback should be solicited through peer review and in alignment with NPRC-1005: Shared Governance.
- 5.9 After peer vetting and approval by the established supervisor, the draft may be submitted by the supervising President's Council member for review by the President's Council.
- 5.10 President's council will have a minimum of two meetings, but no more than four meetings, as practicable, to review the submitted draft and provide any revisions deemed necessary.
- 5.11 After President Council's recommendations for revision are addressed and incorporated as applicable the corresponding draft is then sent to the executive assistant to the President or Board of Trustees as appropriate.
- 5.12 Procedures applicable to the Board of Trustees must be taken to the full board for a vote.
 - 5.12.1 President's Council is responsible for establishing Board of Trustee applicability.
- 5.13 After all appropriate approvals, the corresponding draft is sent to the executive assistant to the president or designated member of PLC, by supervising President's Council member, or designee, for final spelling/grammar proofing and formatting.

- 5.14 A member of PLC will have no more than five (5) business days to ensure the procedure is clean.
- 5.15 Once the procedure is clean, it will go back to the President for signature and determination of its effective date.
- 5.16 The approved procedure will then be shared with all staff and a signed electronic version will be placed on the College's intranet within 15 business days. When appropriate, a version will be uploaded to the Board of Trustees electronic meeting management system. The physically signed version will be filed in the Approved Procedure binder kept in the Office of the President.

6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1310: Policy Review Schedule.

7. APPROVAL

Name

Title

Date

Revision Notes: Procedure in Revision