



## **Supporting Document Development**

### **1. PURPOSE**

This procedure establishes the guidelines for the development, approval, and periodic review of supplemental materials for policy 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 CLDR-1310: Policy Review Schedule

3.2 INDX-1310-02: Document Naming Key

3.3 TEMP-1310-04: Supporting Document Template

3.4 FORM-1310-01: Policy and Procedure Development SOP

### **4. DEFINITIONS**

4.1 Supporting documents are documents related to the administration of carrying out a policy or procedure. Examples may include PROC, FORM, TEMP, etc.

### **5. PROCESSES, TIMELINES, AND RESPONSIBILITIES**

5.1 Supporting documents must be associated with, and applicable to, existing institutional policy and may be necessary to develop alongside a policy or procedure.

5.2 Supporting documents are considered when they:

5.2.1 Incorporate cross-departmental operation and collaboration in support of institutional policy;

5.2.2 Require additional instruction, guidelines, or controls that are determined necessary in the administration of the policy; or

5.2.3 Fall outside of the scope of internal process-related departmental function and activity.

5.3 Supporting documents should be identified in alignment with INDX-1310-02: Document Naming Key.

- 5.4 The policy champion assigned has primary responsibility for development and review of supporting documents.
- 5.5 Development of supporting documents does not require the use of FORM-1310-01: Policy and Procedure Development SOP.
- 5.6 Supporting documents will be developed within the framework of TEMP-1310-04: Supporting Document Template and will not require strict adherence to a specific structure of document.
- 5.7 Peer vetting is required through NPRC-1005: Shared Governance.
- 5.8 After peer vetting, formal approval and review will be at the discretion of the supervising Vice President.
- 5.9 After all appropriate approvals, the corresponding draft is sent to the Executive Assistant to the President, or designated member of the Policy Logistics Committee, for final spelling/grammar proofing and formatting and appropriate distribution.
- 5.10 Approved supporting documents do not require signatures. The effective date will serve as the formal approval of the document as determined at the discretion of the supervising vice 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**

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Name	Title	Date

Revision Notes: Procedure in Origination