

## Checklist - New or Revised Procedure Development

### V. P. Sponsor: Policy and Section #: Chapter 1 section 6,01.

Originator obtains: Policy & Procedure template from the Policy Coordination Committee (PCC), and, if a revision of procedure, the official current copy.

**Step I:** Format the proposed procedure to the template: **Date:**

**Step II:** Within 20 working days of a policy approval by The Board of Trustees, an Originator must submit the 'draft Procedures' to the PCC, **with "tracked changes" noted.**

(If procedures are a revision from an existing policy, Procedures are to be submitted to the PCC upon draft completion.)

Date: \_\_\_\_\_

Originator: \_\_\_\_\_

**Step III:** From the date of submission of the 'draft procedures' the PCC will place the procedure on the agenda for the next available meeting. Within 5 working days of the PCC meeting, recommendations on the procedure from the PCC will be sent to the Originator and Sponsor.

Date: \_\_\_\_\_

PCC Chair: \_\_\_\_\_

**Step IV:** The VP (Sponsor) and Originator have 10 working days to review the PCC recommendations, and the V. P. Sponsor forwards the Procedure to the Executive Cabinet for review at the next available Executive Cabinet meeting.

Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

**Step V:** After the 'procedure' has been approved by the Executive Cabinet, the V.P. sponsor will send the procedure to the Director of Human Resources for archiving and posting.

Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

**Step VI:** Human Resources maintain an archive copy of the 'procedure' and send an electronic copy to the supervisor of the "web manager" for distribution on the SLCC website.

Date: \_\_\_\_\_

H.R. Director: \_\_\_\_\_

Upon completion of the checklist, H. R. is to return this checklist to the Chair of the PCC for file documentation.