

**WALLA WALLA COMMUNITY COLLEGE
POLICY AND PROCEDURE DEVELOPMENT
ADMINISTRATIVE PROCEDURE 2000**

I. PROCEDURE FOR ADMINISTRATIVE POLICY/PROCEDURE DEVELOPMENT

- A. The responsible administrative area develops a draft administrative policy/procedure.
 - 1. A policy number is assigned from the appropriate administrative area – numbers are assigned in increments of 10 – 1000, 1010, 1020, etc.
 - 2. If a draft administrative policy contains a procedure:
 - a. The procedure should be aligned with the policy,
 - b. The procedure should be assigned the same number as the policy,
 - c. The procedure should be created as a separate document.
- B. The draft administrative policy/procedure is submitted for review to the Executive Leadership Team (ELT).
 - 1. Policies affecting employees represented by unions will be submitted to the appropriate union leadership for review and comment.
- C. ELT reviews the draft administrative policy/procedure and either:
 - 1. Returns the draft administrative policy/procedure to the originator with questions, comments, and/or requested revisions; OR
 - 2. Recommends the draft administrative policy/procedure be sent to the President for review.
- D. The President determines how the draft administrative policy/procedure moves forward:
 - 1. The draft administrative policy/procedure is approved; OR
 - 2. The draft administrative policy/procedure is forwarded to the Governance Council or another institutional committee for review.
 - a. If there are questions, comments, and/or requested revisions, the draft administrative policy/procedure returns to ELT and ELT makes a recommendation to the President, OR
 - b. If there are no questions, comments, and/or requested revisions, the President makes a final decision regarding the administrative policy/procedure.

II. PROCEDURE FOR ADMINISTRATIVE POLICY/PROCEDURE REVISION

- A. The responsible administrative area develops an administrative policy/procedure revision.
- B. Submit the administrative policy/procedure revision according to steps I., B.-C. as outlined above in Procedure for Administrative Policy/Procedure Development.
- C. The President either accepts the administrative policy/procedure revision or deems the changes to be substantial and must follow step I., D., 2. as outlined above in Procedure for Administrative Policy/Procedure Development.

Policy Contact: <u>President</u>
Approved by (Department/Body): <u>Dr. Chad Hickox, President</u>
Date Originally Approved: <u>March 7, 2022</u>
Last Reviewed/Revised on: _____