

College Procedure: 101.1 – Creating and Editing Procedures

Policy Reference: 101 – Policy on Policies and Procedures
Responsible Department: Human Resources
Approval Authority: Cabinet
Procedure Owner: Vice President, Human Resources
Effective Date: 07/11/2023

Version Number: 1
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

This document explains how to create a new College procedure and how to request edits to a published college procedure.

The Procedure

New Procedures

College procedures exist to provide additional detail and guidance on the implementation and operationalization of Board policies. As a result, all College procedures should reference a Board policy and be listed under the appropriate Board policy on the Kirkwood website ([link](#)). Not all written guidance created or relied upon by the College for its operations needs to be a college procedure.

The following process exists to create a College procedure:

- The procedure shall be written in this template. ([link](#))
- The procedure draft is sent to the originator's immediate supervisor and Cabinet member for review.
- Once approved by the Cabinet member, the procedure should be sent to Sheri Hlavacek in Human Resources for review and approval.
- Once the procedure receives HR approval, the procedure is sent back to the Cabinet member.
- The Cabinet member presents the procedure for full Cabinet review and approval.
- Once approved, the Cabinet member sends the approved procedure back to Sheri, along with any necessary changes.
- Sheri publishes the procedure.

Edits to Existing Procedures

If the edits are minor changes that do not materially change the substance or meaning of the procedure, the process is:

- Procedure owner or designee makes the desired changes.

If an edit makes material changes to the substance or meaning of the procedure, the process is:

- Procedure owner or designee contacts Sheri who will make the requested changes or provide a copy of the document for the owner or designee to make the changes.
- The updated procedure is sent to the originator's immediate supervisor and Cabinet member for review.
- Once approved by the Cabinet member, the procedure should be sent to Sheri in Human Resources for review and approval.
- Once the procedure receives HR approval, the procedure is sent back to the Cabinet member.
- The Cabinet member presents the procedure for full Cabinet review and approval.
- Once approved, the procedure the Cabinet member sends the approved procedure back to Sheri, along with any necessary changes.
- Sheri publishes the procedure.

Definitions

POLICY: GENERAL AUTHORIZATIONS AND INSTRUCTIONS DETERMINED BY THE BOARD OF TRUSTEES AND TYPICALLY DELEGATED TO THE ADMINISTRATION FOR IMPLEMENTATION.

PROCEDURE: OPERATIONAL DETAILS NECESSARY TO IMPLEMENT POLICY AND OTHER RESPONSIBILITIES OF THE VARIOUS UNITS AND FUNCTIONS OF THE COLLEGE. APPROVAL IS REQUIRED AT THE ADMINISTRATIVE LEVEL.

Revision Log

Table 1 Revision Log

| Version Number | Date Approved | Approved by | Description of Change |
|----------------|---------------|-------------|-----------------------|
| 1 | 07/11/2023 | Cabinet | New Procedure |