Kirkwood
COMMUNITY COLLEGE

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 Human Resource – Policy system Administrator 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 Policy system Administrator, along with any necessary changes.
- The policy System Administrator publishes the procedure.

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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 the policy System Administrator in HR 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 The policy System Administrator 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 the policy System Administrator in HR, along with any necessary changes.
- The policy System Administrator 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