

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-2410.1

FOR POLICY NUMBER: BP – 2410

ADMINISTRATIVE PROCEDURE DEVELOPMENT, REVIEW AND IMPLEMENTATION

1. PROCEDURE SUMMARY STATEMENT

To provide a process for developing and reviewing administrative procedures for consideration of the President.

2. DEFINITIONS

2.1 In this procedure the term vice president shall be inclusive of all levels of vice presidents (executive vice president, vice president and associate vice president).

3. PROCEDURE

3.1 General

Administrative procedures are developed in response to a need for detailed instructions. Generally, procedures will be based on a policy adopted by the Board of Governors. A procedure may be developed in the absence of a board policy with the approval/direction of the President. The President shall designate the appropriate (sponsoring) vice president for each administrative procedure.

- 3.1.1 The administrative procedure shall be drafted/reviewed by the sponsoring vice president using the prescribed Administrative Procedure Format and related template. The sponsoring vice president may solicit comments regarding the proposed procedure from the appropriate standing committee. Soliciting input from the standing committee will help ensure the procedure is thorough, reflects a broad perspective, and will be clearly understood by all staff.
- 3.1.2 The draft of the administrative procedure shall then be submitted to the Associate Vice President of Human Resources (AVP-HR) or designee.
- 3.1.3 The AVP-HR or designee will review for compliance with procedure formatting and template standards.
- 3.1.4 The sponsoring vice president will then present the proposed or reviewed administrative procedure to the President's Cabinet for review.
- 3.1.5 The President has the final approval on all administrative procedures.

- 3.1.6 The new/revised administrative procedure will be presented as an information item at the appropriate standing committee.
- 3.1.7 The new/revised administrative procedure will be presented as an information item at the President's Council meeting.
- 3.1.8 College staff will be informed of all new/reviewed administrative procedures through standing committee minutes, President's Council minutes, and an all-college email notification from the Human Resources office. All approved administrative procedures will be available on SharePoint and the College's website.

4. APPLICABILITY

- 4.1 Administrative procedures approved by the President shall apply to all students and personnel employed by the College Area, including the President and other College officers, and, where applicable, to agents and consultants of the College Area and the Board of Governors.
- 4.2 The President has the discretion to suspend or rescind all or any part of the procedure. The President shall notify appropriate College personnel of the suspension or rescission.

ISSUE DATE: 09/01/2013

EFFECTIVE DATE: 02/22/2017

REVISION DATE(S): 02/22/2017

PRIOR POLICY/PROCEDURE NUMBER: 8210

SCHEDULE FOR REVIEW: 2022

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP-2410.0, procedure template, administrative procedure format

PROCEDURE KEY WORDS: procedure, template

