

POLICY

Effective Date: Spring Quarter 2011

Approved By: Vice President for Academic Affairs

Authority: [RCW 28B.35.120 \(12\)](#)

Cancels: New

**POL-AA2000.01 DEVELOPING AND ADOPTING POLICIES,
PROCEDURES, AND TASKS***This policy applies to the Academic Affairs (AA) Division.****Definitions used in this policy:***

University Policies apply to the activities of all (or most all) members of the campus community.

Division Policies and Procedures apply to the activities between the division and its departments, and/or the campus community.

Department Policies, Procedures and Tasks apply to the activities of the department.

1. Provost's Council Reviews and Authorizes All Policy Development

The Provost's Council is responsible for reviewing and approving the policy impact statement before the policy is developed or amended.

2. Policies, Procedures and Tasks Follow Standard Format

All division and department policies, procedures and tasks written or rewritten after TBD will follow the format published in "*Sending Clear Signals in Written Direction*," by Larry Peabody, copyrighted 1996, and later editions, and follow a standardized division format.

3. Policies, Procedures and Tasks Follow Standard Division Number Sequence

Division and department policies, procedures and tasks will follow a standard division number sequence.

Three capital letters followed by a hyphen (-) will show the document type.

POL- for a policy

PRO- for a procedure

TSK- for a task

POLICY

Four numbers preceding a period (.) will show the accounting fund code for the unit that has responsibility for the policy. Numbers following the period (.) will be in sequential order.

POL-AA2000.03 General Administration, 3rd policy

A policy may or may not have procedures and tasks. When it does, they will link to the policy by adding a letter series (i.e., A, B, ..., Aa, Ab).

POL-AA2000.01 Initial policy

PRO-AA2000.01A The 1st procedure related to the initial policy

TSK-AA2000.01Cb The 2nd task related to the 3rd procedure.

4. Old Policies, Procedures and Tasks Remain in Existing Format Until Revised

Policies, procedures and tasks adopted prior to TBD may remain in their existing format until revised.

5. Provost's Council Recommends Policy Approval to the Vice President

6. Vice President Approves Division Policies and Procedures

7. Policy Committee Ensures Compliance

The Vice President will appoint at least three staff to serve as the division's Policy Committee. The committee will ensure that division policies and procedures comply with this policy.