

PROCEDURE

Effective Date: Spring Quarter 2011

Approved by: Vice President for Academic Affairs

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

Cancels: New See also: POL-AA2000.01 Developing and Adopting Policies, Procedures, and Tasks

PRO-AA2000.01A**DEVELOPING AND APPROVING DIVISION POLICIES*****This procedure applies to Academic Affairs for the development of division policies.*****Action by:****Action:**Responsible Officer
(or designee)1. **Develops** Policy Impact Statement and **submits** to the Administrative Assistant to Vice President for Academic Affairs.Administrative Assistant to Vice
President for Academic Affairs2. **Records** submission and **forwards** proposal to Provost's Council.

Provost's Council

3. **Reviews** form, and upon approval, **submits** approval to the Academic Policy Committee.

Academic Policy Committee

4. **Receives** approved form, **notes** approval, **assigns** policy number and **forwards** to Responsible Officer.Responsible Officer
(or designee)5. **Develops** first draft of policy, **solicits** input from appropriate stakeholders.6. **Submits** draft to stakeholders for review, **incorporates** appropriate recommendations into subsequent draft(s), and **submits** completed draft to the Administrative Assistant to Vice President for Academic Affairs.Administrative Assistant to Vice
President for Academic Affairs7. **Receives** final draft of policy and **submits** to Provost Council.

PROCEDURE

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| Provost's Council | 8. Considers final draft and recommends approval to the Vice President or remands to the Responsible Officer for further consideration. |
| Vice President for Academic Affairs | 9. Enacts policy for one year and submits policy to the Academic Affairs Policy Committee for publication. |
| Academic Affairs Policy Committee | 10. Publishes policy on the Academic Affairs policy web site.

11. Notifies affected employees and departments in a timely manner.

12. After one year notifies Responsible Officer that trial period is over. |
| Responsible Officer | 13. Submits the original policy impact statement and policy to the Administrative Assistant to Vice President for Academic Affairs. |
| Administrative Assistant to Vice President for Academic Affairs | 14. Records submission and forwards to Provost's Council for final review. |
| Provost's Council | 15. Considers policy and (1) recommends permanent adoption of policy, or (2) remands to responsible officer for revisions, or (3) recommends eliminating policy. |