**Review, Revise and Create Administrative Policies and Procedures**

This form is to be used for:

* Conducting regular reviews of existing administrative policies and procedures (even-numbered sections in even-numbered years, odd-numbered sections in odd-numbered years).
* Revising existing policies and procedures off-cycle.
* Creating new policies and procedures as needed.

Clark College’s Administrative Policies and Procedures Manual uses the following definitions:

* **Policy:** a set of basic principles, approved by the governing board of an organization, to direct and limit its action in pursuit of long-term goals. As such, policies typically are only added or changed when long-term goals are added or changed. In the administrative manual, each sub-section begins with a policy statement.
* **Procedure:** a system of specific rules, processes and steps that operationalize a policy. Put more directly, procedures provide instructions on how to get things done. In the administrative manual, each procedure is assigned to the policy statement it supports.

**Step 1:** To review, revise or create an administrative policy or procedure, the originator (the employee initiating the review, revision, or creation) must **complete Sections A – F of this form and submit, along with the fully edited text of the policy/procedure and all required attachments, to their** [**Executive Cabinet member**](http://www.clark.edu/about/governance/leadership/index.php)**.**

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| **SECTION A: Policy and Procedure Information** | | |
| **Originator Name:**  **Department:**  **Email address:** | | |
|  | **REVIEW** | *Title and number of policy or procedure being reviewed:* |
|  | **REVISE** | *Title and number of policy or procedure being revised:* |
|  | **CREATE** | *Proposed title and number of new policy or procedure being created:* |
|  | **REPLACE** | *Title and number of policy or procedure being replaced (if applicable):* |
| **If a policy or procedure is being created or revised off-cycle, please describe the reasons why (e.g., change in state or federal law, new business practices, etc.).** | | |
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| **Identify below the individuals and/or groups that will be impacted by the proposed change and were involved in reviewing, revising or creating the policy and procedure – be as inclusive as possible:** | | |
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| **SECTION B: Equity** | | |
| Policy/Procedure processed through [Racial Equity Policy Review Tool](https://resources.finalsite.net/images/v1533747720/psesdorg/awqpcid1l6cgytocuiix/PSESD_RET_Worksheet.pdf):  YES  NO **(Attach worksheet to this form)**  Policy/Procedure aligns with the [Social Equity Plan](http://www.clark.edu/about/governance/strategic_plan/social-equity-plan.php)  YES  NO  **Additional comments regarding Equity:** | | |
| **SECTION C: Alignment with Strategies, Goals, and Initiatives** | | |
| Policy/Procedure aligns with the following (check all appropriate boxes):  [Mission and Strategic Plan](http://www.clark.edu/about/governance/strategic_plan/index.php)  [Accreditation Standards](https://www.nwccu.org/)  [Guided Pathways Principles](https://www.aacc.nche.edu/wp-content/uploads/2017/10/AACCPathways_Institute-1_PathwaysPracticeScaleofAdoptionAssessment.pdf)  [Collective Bargaining Agreements](https://clarknet.clark.edu/governance/policies/index.php)  Policy/procedure is consistent with other administrative policies and procedures:  YES  NO  **Additional comments regarding Alignment with Strategies, Goals, and Initiatives:** | | |
| **SECTION D: Compliance** | | |
| Policy/Procedure *may* violate or contradict legal or regulatory mandates:  YES  NO  Policy/Procedure meets or implements a legal or other externally imposed requirement:  YES  NO  Policy/Procedure results in substantive changes to employee duties  YES  NO  Policy/Procedure has been vetted by **(check all appropriate boxes and attach copies of communication, such as email, with any of the individuals or groups identified below, to this form):**  Assistant Attorney General  College’s Ethics Officer  Administrative Services  Internal Auditor  Human Resources  AHE  WPEA  Information Technology Security  Appropriate college committee or council (please identify):  **Additional comments regarding Compliance:** | | |
| **SECTION E: Need and Practical Application** | | |
| Policy/Procedure fills an operational gap and has real, practical applications for the College:  YES  NO  Policy/Procedure advances a college-wide risk management or operational efficiency objective:  YES  NO  **Additional comments regarding Need and Practical Application:** | | |
| **SECTION F: Housekeeping** | | |
| Policy/Procedure is still relevant and reflective of actual work the College performs:  YES  NO  If no, please explain why the Policy/Procedure is still required:  Policy/Procedure has been reviewed and updated to reflect changes in:  State and Federal statutes  Accreditation Standards  State Board Policies and Procedures  Position titles, phone numbers, acronyms, and names of departments, units, buildings, and other state and federal agencies. (Note: the fewer there are of these the less frequently the policy/procedure has to be changed).  Terminology (Note: jargon goes out of date quickly; eliminate whenever possible)  Web links  Use of pronouns (replace he/she and him/her with they/them)  **Additional comments regarding Housekeeping:** | | |

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Signature of originator Date

**Step 2:** By signing below, the Executive Cabinet member attests that the policy or procedure has been reviewed and is ready for consideration by the College’s Administrative Policies and Procedures Committee (APPC). The Executive Cabinet member will **send a copy of this signed form, as well as the fully edited text of the policy/procedure and all required attachments, to the APPC chair.**

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Executive Cabinet member signature Date

**Step 3:** APPC reviews policy/procedure and completes Section G below.

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| **SECTION G: Determination** |
| APPROVED for submittal to Executive Cabinet:  YES  NO  RETURNED to originator for further development:  YES  NO  DENIED:  YES  NO  **Reasons for returning or denying:** |

**Step 4:** Executive Cabinet reviews policy/procedure as recommended by APPC and completes Section H below.

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| **SECTION H: Determination** |
| APPROVED for Publication:  YES  NO  RETURNED to APPC originator for further consideration:  YES  NO  DENIED:  YES  NO  **Reasons for returning or denying:** |

**Step 5:** Upon Executive Cabinet approval, the policy/procedure will be forwarded to the Vice President of Administrative Services and inserted into the Administrative Policies and Procedures Manual. All changes to the manual will be communicated to the college community by the Vice President of Administrative Services.

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VP of Administrative Services signature Date

*BW722 -11/27/18*