

# POLICY/PROCEDURE WORKFLOW

REVIEW AND APPROVAL

## PHASE I: INITIATION

### INITIATION: OFFICE OF INSTITUTIONAL RESEARCH & EFFECTIVENESS

PROPOSALS FOR NEW OR REVISED POLICIES AND PROCEDURES MAY BE SUBMITTED BY ANY EMPLOYEE OR STUDENT.\*\* PROPOSALS MUST BE SUBMITTED TO THE DIRECTOR OF RESEARCH & INSTITUTIONAL EFFECTIVENESS BY EMAILING [RESEARCH@ALEXTECH.EDU](mailto:RESEARCH@ALEXTECH.EDU).

SEE POLICY 1A.1 AND PROCEDURE 1A.1.1 FOR DETAILS.

\*\*ONLY ADMINISTRATION OR FACULTY MAY SUBMIT PROPOSALS PERTAINING TO ACADEMIC AREAS SUCH AS SYLLABI, COMMON COURSE OUTLINES, OR CLASS SIZE MAXIMUMS.

**CHAPTER 1:**  
ORGANIZATION & ADMINISTRATION

**CHAPTER 2:**  
STUDENT

**CHAPTER 3:**  
EDUCATIONAL

**CHAPTER 4:**  
HUMAN RESOURCES

**CHAPTER 5:**  
ADMINISTRATION

**CHAPTER 6:**  
FACILITIES MANAGEMENT

**CHAPTER 7:**  
FINANCE

## PHASE II: FEEDBACK

### INITIAL REVIEW: POLICY /PROCEDURE OWNER

NEW OR REVISED POLICIES AND PROCEDURES ARE SUBMITTED TO THE POLICY/PROCEDURE OWNER FOR INITIAL REVIEW.

[FEEDBACK CYCLE MAY REPEAT]

### COMMITTEE REVIEW:

AASC | CASA | EDI | FACILITIES FINANCE | STUDENT SENATE

NEW OR REVISED POLICIES AND PROCEDURES ARE SENT FOR COMMITTEE REVIEW ONLY IF CONSTITUENTS WOULD BE SUBSTANTIALLY IMPACTED BY PROPOSED CHANGES OR CREATION OF POLICY OR PROCEDURE.

☺ = Recommending

## PHASE III: REVIEW

### PRESIDENT'S LEADERSHIP COUNCIL

NEW OR REVISED POLICIES AND PROCEDURES ARE BROUGHT TO LEADERSHIP COUNCIL BY DIRECTOR OF RESEARCH & INSTITUTIONAL EFFECTIVENESS. IF LEADERSHIP COUNCIL HAS NO CONCERNS WITH THE NEW OR REVISED POLICY OR PROCEDURE, IT MOVES TO THE FSGC AGENDA FOR FINAL REVIEW. IF THE GROUP FEELS FURTHER CONSIDERATION, CLARIFICATION, OR OTHER REVISIONS ARE NEEDED, IT RETURNS TO THE POLICY OWNER FOR REWORK.

### FACULTY SHARED GOVERNANCE COUNCIL (FSGC) AGENDA

FSGC REVIEWS NEW OR REVISED POLICIES AND PROCEDURES AND VOTES YES OR NO. IF NO, FEEDBACK IS PROVIDED AND POLICY/PROCEDURE RETURNS TO LEADERSHIP COUNCIL FOR ADDITIONAL DISCUSSION.

## PHASE IV: NOTIFICATION, PUBLICATION, AND DISSEMINATION

### NOTIFICATION: FINAL APPROVAL

FSGC RECOMMENDATION WILL BE NOTED IN THE FSGC MINUTES. THE PRESIDENT HAS FINAL APPROVAL AUTHORITY OVER ALL POLICIES/ PROCEDURES AND THAT APPROVAL IS REFLECTED IN THE FSGC DECISION LETTER.

### PUBLICATION:

OFFICE OF INSTITUTIONAL RESEARCH & EFFECTIVENESS; MARKETING & COMMUNICATIONS

NEW OR REVISED POLICIES AND PROCEDURES ARE POSTED TO WEBSITE AT [ALEXTECH.EDU/ POLICIES](http://ALEXTECH.EDU/POLICIES). SUMMARY OF CHANGES/ADDITIONS INCLUDED IN EMPLOYEE E-NEWSLETTER.

### DISSEMINATION: ADMINISTRATOR(S)

IF A NEW OR REVISED POLICY OR PROCEDURE SIGNIFICANTLY IMPACTS DAY-TO-DAY OPERATIONS FOR STAFF OR FACULTY, THE ADMINISTRATOR WHO OVERSEES THE AFFECTED DEPARTMENT(S) WILL COMMUNICATE WITH EMPLOYEES AND ADDRESS ANY PROCESS CHANGES.