



# Procedures Manual

## Procedure on Procedures

**Number: MISC-602**

**Policy Number (if applicable):**

**Office of Primary Responsibility: Office of the President**

**Effective Date: November 30, 2017**

**Updated: Spring 2021**

### **Purpose:**

The purpose of this procedure is to address the process for developing, issuing, and maintaining all Hocking College procedures and applies to all College departments, faculty, staff and students. In addition, this procedure ensures that Hocking College has ready access to well-developed and understandable procedures. Procedures that are easy to find, read, and understand will:

- Support the College mission
- Achieve accountability by identifying the offices responsible for specific procedures
- Provide faculty, staff, and students with clear, concise procedures to access services
- Document how the College conducts business.

College Procedures will be:

- Presented in a common format.
- Formally reviewed and approved by the Cabinet.
- Maintained centrally and accessible to all interested parties.
- Kept current within the framework on an organized system of change control.

Policies will be clearly distinguished from procedures according to the definitions listed below. Individuals who are responsible for writing, updating, and distributing procedures must comply with this procedure.

### **Definitions:**

1. A “Policy” is a statement of management philosophy and direction, established to provide guidance and assistance to the College community in the conduct of College affairs. A College policy:
  - Is a governing principle that mandates or constrains actions
  - Has institution-wide application
  - Changes infrequently and sets a course for the foreseeable future
  - Helps ensure compliance with applicable laws and regulations

- Reduces institutional risk
  - Is approved by the Board of Trustees
2. A “Procedure” is a guideline or series of interrelated steps taken to implement College processes.
  3. The “Initiator” is any department, manager, or committee who identifies a College-level issue and develops a procedure.
  4. The “Owner” is the appropriate College officer (President, Vice President, Director, etc.) whose jurisdiction covers the subject matter of the procedure.
  5. The “Stakeholders” are College community members who are affected by the procedure.
  6. The completed procedures manual will be maintained by the Administrative Assistant to the President of Hocking College and the Office of IT will be responsible to post all procedures on the College’s Intranet.

## **Procedures:**

### **A. Procedure Development**

The initiator may identify a College-level procedure issue and develop it into a procedure proposal. The initiator will submit the procedure proposal for review to and endorsement by the owner. If the procedure is endorsed, a draft procedure will be created following the format outlined in section B of this procedure.

The owner will review the draft procedure and consult with various stakeholders regarding the procedure’s likely impact on the members of the College community, including legal if appropriate. After review and input, the procedure will be submitted to the Cabinet for final review and approval. Once the procedure is approved, it will be forwarded to the procedure custodian and published to the campus community.

The procedure custodian will maintain copies of approved procedures and will forward an electronic copy to the Information Technology Department to be placed on the Hocking College web site. The procedure custodian will also notify responsible parties when particular procedures are scheduled for review or revision, and be available to work with the responsible parties during any phase of the procedure development process.

As identified in the particular procedure, the owner will monitor compliance and facilitate remedies for noncompliance as directed by the procedure.

### **B. Procedure Format**

A standard format ensures clarity and consistency. Although not all procedures contain all of the format elements, procedures will be written and maintained following the format described below:

1. Header Information: (mandatory)
  - a) Procedure Name
  - b) Procedure Number

- c) Policy Number (if applicable)
  - d) Office of Primary Responsibility
  - e) Effective Date
2. Procedure Purpose: (mandatory) Purpose of the procedure and the statement of philosophy, position, rule, regulation, or direction.
  3. Definitions (optional) Meaning and Interpretation of terms used.
  4. Procedure: (mandatory) Description of the actual procedure covering topics which include: duties assigned to responsible parties and other parties as necessary; other information specific to a particular subject as needed; and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.
  5. Effective Date: (mandatory) Initial effective date of the procedure and the latest revision date, if applicable.
  6. Frequency of review and update: (optional) Measure of time during which the procedure must be reviewed and updated. It is recommended that a procedure be reviewed annually, unless changes in laws or College business needs require a different review/revision schedule.

### C. Location of Procedures

To ensure ready access to College procedures, Hocking College will maintain an official procedure-web page with the most current approved version of all College procedures. The ~~Intranet~~ web page will be maintained by the ~~Office of Computer & Information Services~~ Office of the President. The Executive Assist the to the President will be responsible for uploading approved procedures accordingly. The documents on the College procedures web page will constitute the official electronic depository for College-wide procedures for Hocking College.

To maintain an organized system of change control, and to ensure consistency throughout the College, individual department web pages should not contain separate copies or versions of procedures. Instead, department web pages that reference procedures must use hyperlinks to the documents on the official College procedures web page.

### D. Structure and Organization

The College procedure web page will list all procedures by number, name and category. Procedures will be assigned to one of the following procedure categories:

Section One: Academic Procedures (**AC-100**)

Section Two: Business Operations Procedures

**(BO-200, FIN-230, ADM-250, FAC-270, FLT-290)**

Section Three: Human Resource Procedures (**HR-300**)

Section Four: Student Services Procedures (**SS-400**)

Section Five: Technology Procedures (**TEC-500**)

Section Six: Miscellaneous Procedures (**MISC-600**)