

***Campus Policy and Procedure  
Process Guidelines***

<b>UPDATING POLICIES AND PROCEDURES</b>		
<b>STEP:</b>	<b>RESPONSIBLE PARTY:</b>	<b>ACTION:</b>
1	Initiator	Identifies the need to update a policy and procedure (P&P) and requests approval from the appropriate Vice President/Provost
2	Vice President/Provost	Authorizes request
3	Initiator	Informs the Policy and Procedure Coordinator (PPC)* of the update
4	Initiator	Updates the P&P
5	Initiator	Submits draft to appropriate VP/Provost and the PPC for review
6	VP/Provost	Approve draft
7	PPC*	Forwards the official document to the Office of the President for signature
8	The Office of the President	Returns the signed document to the PPC
9	PPC	Posts the policy on the Web site
10	PPC	Announces the updated P&P to the campus via NewsCenter

***\* Replacing the PPC with the respective Provost's/Vice President's administrative assistant may be appropriate for some areas on campus***