I. **PROCEDURE FOR ADMINISTRATIVE POLICY/PROCEDURE DEVELOPMENT**

A. The responsible administrative area develops a draft administrative policy/procedure.
   1. A policy number is assigned from the appropriate administrative area – numbers are assigned in increments of 10 – 1000, 1010, 1020, etc.
   2. If a draft administrative policy contains a procedure:
      a. The procedure should be aligned with the policy,
      b. The procedure should be assigned the same number as the policy,
      c. The procedure should be created as a separate document.

B. The draft administrative policy/procedure is submitted for review to the Executive Leadership Team (ELT).
   1. Policies affecting employees represented by unions will be submitted to the appropriate union leadership for review and comment.

C. ELT reviews the draft administrative policy/procedure and either:
   1. Returns the draft administrative policy/procedure to the originator with questions, comments, and/or requested revisions; OR
   2. Recommends the draft administrative policy/procedure be sent to the President for review.

D. The President determines how the draft administrative policy/procedure moves forward:
   1. The draft administrative policy/procedure is approved; OR
   2. The draft administrative policy/procedure is forwarded to the Governance Council or another institutional committee for review.
      a. If there are questions, comments, and/or requested revisions, the draft administrative policy/procedure returns to ELT and ELT makes a recommendation to the President, OR
      b. If there are no questions, comments, and/or requested revisions, the President makes a final decision regarding the administrative policy/procedure.

II. **PROCEDURE FOR ADMINISTRATIVE POLICY/PROCEDURE REVISION**

A. The responsible administrative area develops an administrative policy/procedure revision.

B. Submit the administrative policy/procedure revision according to steps I., B.-C. as outlined above in Procedure for Administrative Policy/Procedure Development.

C. The President either accepts the administrative policy/procedure revision or deems the changes to be substantial and must follow step I., D., 2. as outlined above in Procedure for Administrative Policy/Procedure Development.