

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 36

TITLE: Procedure on Operating Rules, College Procedures and Administrative Department Procedures
EFFECTIVE DATE: January 1, 2015

1. PURPOSE:

To provide guidance for development, revisions, distribution, and implementation of official Board of Governors (the Board) Operating Rules, New River Community and Technical College (the College) Procedures, and Administrative Department Procedures.

2. SCOPE AND APPLICABILITY

This procedure applies to all Board Operating Rules (OR), College Procedures (CP) and Administrative Department Procedures (ADP).

3. DEFINITIONS

- A. Operating Rules (OR) - any regulation, guideline, directive, standard, statement of policy, or interpretation of general application and future effect that also has institutional-wide effect or affects the rights, privileges, or interests of employees, students, or citizens. (defined in WVCTCS Series 4) Operating Rules will replace Board of Governors Policy as the terminology previously used.
- B. College Procedures (CP) – Are derived from Operating Rules described in WVCTCS Series 4 or other operating needs of the College. The College Procedures are related to Administrative Procedures defined in WVCTCS Series 4 incorporating multiple Administrative Department Procedures. College Procedures replace New River Policies as the terminology previously used.
- C. Administrative Department Procedures (ADP) – This is a more detailed level within Administrative Procedures described in WVCTCS Series 4. ADPs are maintained by each individual doing the job, approved by the owner of the process (Vice President, Dean, Academic Department Chair, Director, or Supervisor) and may be maintained centrally for review in conjunction with annual evaluations, training, and supporting documentation to Personnel Information Questionnaires (PIQS). ADPs are maintained as part of an employee/department manual.

4. PROCEDURES

A. Operating Rules (OR):

Requests or ideas for new or revised OR are submitted through members of the President's Cabinet for consideration.

- i. The President's Cabinet may take no action or will:
 - a. assign the proposed OR to an owner or owners to draft new or revised OR as necessary; and,
 - b. refer the proposed OR to the Vice President for Administrative Services to provide guidance to the owner(s) as appropriate or needed.
- ii. The Owner(s) of the Operating Rule will:
 - a. develop new or revised OR;
 - b. review related code, policies or procedures associated with the OR;
 - c. work with the Vice President for Administrative Services and gather input from stakeholders as necessary or appropriate to the OR; and/or,
 - d. provide subject matter expertise related to the OR as needed or requested.
- iii. The Vice President for Administrative Services will:
 - a. assist the Owner(s) of new or revised OR with the process or facilitating process improvement teams;
 - b. present new or revised OR to the President's cabinet for review and placing on the Board of Governors agenda on behalf of the Owner(s) of the OR;
 - c. post OR that the Board is considering on the College website for public comment;
 - d. provide responses from the public comment period relating to the proposed OR to the Board; and,
 - e. distribute, maintain files, and post to the College website any OR approved by the Board.
- iv. The order and format for OR will generally be:
 - a. RULE – A brief title for the operating rule.
 - b. REPLACES – List any existing Board Policies or existing Operating Rules that this OR is replacing. Otherwise this section is excluded.
 - c. RATIONALE – A brief background commentary to set the context which necessitates the OR. References to Legislation or Procedural Rules issued by the WV Council for Community and Technical College Education are typical of the information in this section.
 - d. OPERATING RULE STATEMENT – Define what is to be done as a general practice. Detailed procedures on how to implement the intent of the Board should be addressed in College Procedures rather than Board Operating Rules.
 - e. DATE APPROVED – The date that an OR is approved by the

Board.

- f. DATE REVISED – Note when an existing OR has been revised by the Board. Otherwise this section is excluded
- g. RELATED RULES/POLICIES/PROCEDURES – References to any other OR, Board Policies and similar documents that are related to this OR.
- h. RESPONSIBLE OFFICE – The College official charged by the Board with responsibility for executing the OR.
- i. A blank template for OR is attached and/or available from the Vice President for Administrative Services.

B. College Procedures (CP)

Requests or ideas for new or revised CP are submitted through members of the President's Cabinet for consideration.

- i. The President's Cabinet may take no action or will:
 - a. assign the proposed CP to an owner or owners of the CP to draft new or revised CP and OR as necessary; and,
 - b. refer the proposed CP to the Vice President for Administrative Services to provide guidance to the owner(s) as appropriate or needed.
- ii. The Owner(s) of the College Procedure will:
 - a. develop new or revised CP;
 - b. review related code, policies or procedures associated with the CP;
 - c. work with the Vice President for Administrative Services and gather input from stakeholders as necessary or appropriate to the CP; and/or,
 - d. provide subject matter expertise related to the CP as needed or requested.
- iii. The Vice President for Administrative Services will
 - a. assist the Owner(s) of new or revised CP with the process or facilitating process improvement teams;
 - b. present new or revised CP to the President's extended cabinet for review and comment on behalf of the Owner(s) of the CP;
 - c. present new or revised CP along with comments received to the President's cabinet for review and approval on behalf of the Owner(s) of the CP; and,
 - d. distribute, maintain files, and post to the College website any CP approved by the President's Cabinet.
- iv. The order and format for CP will generally be in outline form under the following headings:
 - a. TITLE – A brief but descriptive title for the procedure should be entered. An example might be "Freedom of Information Act Requests."

- b. EFFECTIVE DATE – The date that the procedure takes effect for the College.
- c. DATE REVISED – Only noted on existing CP that have been subsequently revised by the President’s Cabinet. Otherwise, this section is excluded.
- d. REPLACES – List any existing New River Policies or existing CP being replaced. Otherwise, this section is excluded.
- e. PURPOSE – Provides a brief statement of the purpose of the procedure itself beginning with the phrase “To provide....” If this procedure implements a Board, state or federal resolution/policy/operating rule, the resolution/policy/operating rule must be referenced. Where necessary, a brief background commentary may be included to set the context of the procedure.
- f. SCOPE AND APPLICABILITY – Identifying what groups are affected by the CP starting with the phrase “This procedure applies to....” Examples include: “All faculty and staff” or “Faculty, staff and students” or “All candidates for college employment.”
- g. DEFINITIONS – Where the procedure involves terms, which need precise definition, these should be explained in this section. Otherwise, this section is excluded.
- h. PROCEDURES – Sets forth specific administrative rules, guidelines, criteria, operations, steps, responsibilities, and authorities for implementing policies, OR, or standard operating procedures. Procedure defines how and by whom an operation is to be implemented.
- i. RELATED POLICIES AND/OR PROCEDURES – Identify existing New River Policies and/or CP related to this procedure.
- j. RESPONSIBLE OFFICE(S) – The College office or official charged with responsibility for the procedure.
- k. Approved by: - Lists the College Official or committee(s) who approved the procedure and the date.
- l. A blank template for CP is attached and/or available from the Vice President for Administrative Services.

C. Administrative Department Procedures (ADP)

Requests or ideas for new or revised ADP are submitted to the owner of the procedure (Vice President, Dean, Academic Department Chair, Director, Supervisor, etc.)

- i. The Owner of the ADP may take no action or will:
 - a. develop/recommend a new or revised ADP;
 - b. review ADP for compliance with existing state codes, state policies/procedures, CP, and OR as required; and/or,
 - c. refer the proposed new or revised ADP to the Vice President for

- Administrative Services to provide guidance or assistance as appropriate or needed.
- ii. The Vice President for Administrative Services will:
 - a. assist the Owner(s) of new or revised ADP with the process or facilitating process improvement teams; and,
 - b. maintain a file of ADP which have been approved by the Owner(s) and submitted to the Vice President for Administrative Services for those ADP which may relate to overall college processes crossing functional areas.
 - iii. The order and format for ADP will generally be:
 - a. SECTION – Relates to the department name, location or overall procedure typically used in a table of contents.
 - b. TOPIC – A brief title associated with the ADP.
 - c. SUMMARY – A brief summary of the ADP consisting of 3 or 4 sentences describing the general departmental procedure being addressed.
 - d. PROCEDURE – Procedure defines how and by whom an action is completed. Describe in detail the starting point of the procedure (such as “Student applies for admission.”), the steps taken and by whom, and the completion of the procedure (such as “Student is admitted – see procedures for class registration.”) procedures as appropriate to this specific ADP necessary to show the steps followed within an office for completing the procedure.
 - e. Reviewed by: The supervisor responsible for the department and therefore the procedure.
 - f. Date of this review: The date the supervisor reviewed the procedure.
 - g. Date of previous review: The last time the procedure was reviewed.
 - h. A blank template for ADP is attached and/or available from the Vice President for Administrative Services.

RELATED POLICIES AND/OR PROCEDURES: Board of Governors Policy 33 – Rules, Guidelines, and Other Policy Statements by Governing Boards

RESPONSIBLE OFFICES: President, Vice Presidents, Chief Administrators

Approved by: President’s Cabinet, President’s Extended Cabinet

**NEW RIVER COMMUNITY AND TECHNICAL COLLEGE
OPERATING RULE TBA (OR-TBA)
Effective Date - TBA**

RULE:

REPLACES:

RATIONALE:

OPERATING RULE STATEMENT

DATE APPROVED:

DATE REVISED:

RELATED RULES/POLICIES/PROCEDURES:

RESPONSIBLE OFFICE:

**NEW RIVER COMMUNITY AND TECHNICAL COLLEGE
PROCEDURE NO. TBA**

TITLE:

EFFECTIVE DATE:

DATE REVISED:

REPLACES:

PROCEDURE

1. PURPOSE

To provide . . .

2. SCOPE AND APPLICABILITY

This procedure applies to . . .

3. DEFINITIONS

A.

i.

B.

i.

4. PROCEDURES

A.

i.

a.

1)

a)

B.

ii.

a.

1)

RELATED POLICIES AND/OR PROCEDURES:

RESPONSIBLE OFFICES:

Approved by:

Administrative Department Procedure (ADP):

Section:

Topic:

SUMMARY:

PROCEDURE:

Reviewed by _____ (Supervisor or other who reviewed the form)

Date of this review: _____

Date of previous review: _____

Directions: Use this form to record procedures within your department including the starting and ending points for this particular procedure.

- 1) Section – List campus or central administration and the department/area of college where this procedure is used (such as “student advising-Nicholas”, “student recruiting – Central Administration” and similar).
- 2) Topic – List the specific topic of this procedure (such as “enrolling students for class”, “admitting students to the college” and similar).
- 3) Summary – In one or two sentences describe this procedure.
- 4) Procedure – List with some detail how this procedure works.
- 5) Reviewed by – Enter the name of the supervisor who reviewed this procedure.
- 6) Date of this review – Enter the date this document was reviewed by the supervisor AND submitted electronically to PI@newriver.edu.
- 7) Date of previous review --- Enter the last date when this procedure was reviewed by the supervisor.
- 8) Questions and completed forms should be sent to PI@newriver.edu