



## Checklist for Creating or Revising a Procedure

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Review the [Glossary of Terms](#) located on the [Policy website](#), to determine whether to create a policy, procedure or protocol. To create or revise a procedure, contact your [policy division representative](#) who will provide guidance throughout the process.

### Policy Division Representatives

- Academic Services: Kelsey Bright at [kbright3@monroecc.edu](mailto:kbright3@monroecc.edu)
- Administrative Services: Darrell Jachim-Moore at [djachim-moore@monroecc.edu](mailto:djachim-moore@monroecc.edu)
- Diversity, Equity & Belonging: Shannon Glasgow at [sglasgow@monroecc.edu](mailto:sglasgow@monroecc.edu)
- EDIWS: Kristin Sine-Kinz at [ksinekinz@monroecc.edu](mailto:ksinekinz@monroecc.edu)
- Institutional Advancement: Dolores Pasto-Ziobro at [dpastozioebro@monroecc.edu](mailto:dpastozioebro@monroecc.edu)
- Student Services: Ryan Messenger at [rmessenger@monroecc.edu](mailto:rmessenger@monroecc.edu)

Note: The review process for approved procedures is a five-year cycle at the same time the related policy is up for review. Institutional Compliance and Internal Audit will notify the responsible executives and the division representative when a procedure is due for review. Exceptions to the five-year cycle are legal, compliance regulations, and/or reorganizational changes that require immediate attention.

1. Procedure creation is for new or existing policies.

Responsible executive: \_\_\_\_\_

2. Consult with the responsible executive listed on the corresponding policy to discuss the rationale for creating or revising a procedure. If the responsible executive supports creating a new or revised procedure, the responsible executive will inform the appropriate College Officer and identify:

Responsible executive: \_\_\_\_\_

*(The responsible executive is the College Officer or their designee)*

Procedure author: \_\_\_\_\_

*(The procedure author is responsible for completing this checklist)*

College Officer consulted: \_\_\_\_\_

Date: \_\_\_\_\_

3. Prior to writing a new procedure or revising an existing procedure, identify and consult all key stakeholders (e.g., subject matter experts and related policy owners).

Key stakeholders consulted:

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4. If a new procedure or revisions are deemed necessary, the procedure should be submitted on the Procedure Template, located on the [Policy website](#).

NOTE: Revised procedures must utilize track changes to create a redline version.

NOTE: Template usage requires Adobe Acrobat Professional software. If you do not have the software contact [complianceandaudit@monroecc.edu](mailto:complianceandaudit@monroecc.edu).

5. Distribute the new or revised procedure to the key stakeholders to provide feedback and build consensus.
  - Review the language of the procedure to assure it is easily understood with a high probability of clarity by all intended audiences.
6. Submit the new or revised procedure to [complianceandaudit@monroecc.edu](mailto:complianceandaudit@monroecc.edu). Institutional Compliance and Internal Audit Office will work with the President's Office to add the procedure to the President's Officers meeting agenda for review and approval by College officers. The responsible executive will present the new or revised procedure to the College officers and may ask the policy author to attend.

Date reviewed at President's Officers meeting: \_\_\_\_\_

7. Upon approval by the College Officers, the new or revised procedure will be added to the [Policy website](#) by the Institutional Compliance & Internal Audit Office.
8. The responsible executive will communicate the new or revised procedure as appropriate with impacted groups.