

Checklist for Creating or Revising a Procedure

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.

1. Procedures are created 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:

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.

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 the Executive Assistant to the President, who will add the procedure to the President's Staff meeting agenda for review by members of President's Staff and approval by College Officers. The responsible executive will present the new or revised procedure to President's Staff and may ask the procedure author to attend.

Date reviewed at President's Staff meeting: _____

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