

## PROCEDURE FORMULATION AND REVIEW

### **I. Purpose**

Developing and revising procedures is encouraged to guide the actions of Western Dakota Tech (WDT) faculty, staff, and administrators in the execution of official WDT policies.

### **II. General Statement of Policy**

- A. The adoption, revision, and repeal of procedures that guide the execution of official WDT policies is a responsibility of the local governing Board. The WDT Policy Committee shall be responsible for assisting and guiding in the development of procedures, reviewing procedures, and proposing procedures, as needed, or as suggested by faculty, staff, students, industry, the local governing Board, and other constituents.

### **III. Definitions - None**

### **IV. Reporting Procedures – None**

### **V. Dissemination of Policy and Training**

- A. This policy shall appear on the WDT website on the policy webpage.
- B. New employees are informed of the location of WDT policies during new employee orientation.

Legal References: None

Board Approved 3/19/2018; Committee Reviewed 10/25/2019; Committee Reviewed 8/5/2020