

PROCEDURE FORMULATION AND REVIEW

I. Procedure

A. New Procedures

1. The Western Dakota Tech (WDT) Policy Committee will review each proposed procedure during at least one meeting.
2. The WDT Policy Committee will forward to the WDT Cabinet procedures recommended for approval.
3. The WDT Cabinet will review each proposed procedure during at least one meeting before voting to approve forward to the WDT President. The WDT Cabinet may elect to send procedures back to the WDT Policy Committee with recommended revisions or make changes to the proposed procedure. The WDT Cabinet will forward to the WDT President procedures recommended for approval.
4. The WDT President may elect to send procedures back to the WDT Cabinet and/or the WDT Policy Committee with recommended revisions. The WDT President will forward procedures recommended for approval to the local governing Board.
5. The local governing Board will review each procedure proposal in one reading. The Board may elect to have additional readings as necessary. The Board may elect to send procedures back to the WDT President, WDT Cabinet, and/or the WDT Policy Committee with recommended revisions.
6. Approved procedures will be effective on the date recommended by the WDT Policy Committee.

B. Procedure Reviews

1. Faculty, staff, and administrators responsible for individual procedures and the WDT Policy Committee will review procedures at least once every two years to ensure procedures remain current.
2. Minor revisions of current procedures and non-substantive changes to procedures that do not change the intent of the policy the procedures support will be approved after review and recommendation for approval by the WDT Policy Committee, one reading and approval by the WDT Cabinet, and approval by the WDT President.
3. Revisions not deemed as minor or non-substantive changes require the same approval process as new procedures.

II. Definitions - None

Legal References: None