



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Administrative Procedure Development</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure for Policy # 2.06</b>
<b>Date Approved: 01/13/2016</b>	<b>Division: Administration and Finance</b>

1. College of Central Florida Administrative Procedures (“procedures”) are developed or revised in response to a need for detailed instructions related to a board policy or state or federal law, rule or regulation.
2. A standard form shall be used for procedures, which includes a standard header and follows a standard format, similar to that used in policy.
  - 2.1. A suggested format is a numerical outline, similar to that used in this document, in order to provide consistency.
  - 2.2. The procedure shall carry the same title and number as the authorizing policy or reference the governing state or federal law, rule or regulation, where appropriate.
3. The development and revision of procedures is the responsibility of the President of the College. The responsibility may be, in turn, delegated to the responsible vice president or other designee.
  - 3.1. Procedures shall be developed as a cooperative effort involving employees who regularly work with the procedures.
  - 3.2. Once a draft procedure has been developed or revised within a division or department, the responsible vice president shall present the draft to President’s Staff for suggested modification or preliminary approval.
  - 3.3. Upon the preliminary approval of President’s Staff, the Vice President of Administration and Finance shall share the final draft procedure with all College employees via broadcast email and invite input from the College community for a period of two weeks. Input or suggested modifications shall be considered by the responsible vice president or the President prior to approval under Section 4, below.
4. Procedure Approvals.
  - 4.1 Following publication pursuant to Section 3.3, above, the Vice President, Administration and Finance shall present each draft procedure and any input received from the College community to President’s Staff for consideration and final approval. Upon final approval by President’s Staff, the responsible Vice President and President may signify final approval by executing the “official” copy of the procedure. The “official” copy of the procedure shall be filed by the Vice President, Administration and Finance, and copies of the signed procedure will be forwarded to each vice president.

5. Procedures Accessibility and Maintenance.
  - 5.1 Procedures shall be filed and readily available to staff members who need to access those procedures.
    - 5.1.1. A paper file or notebook shall be maintained in each department for procedures relevant to the department.
    - 5.1.2. Procedures shall be placed on the Intranet according to the College’s process for adding information to the Intranet.
    - 5.1.3. Where electronic access is used, the approved procedure should be maintained in hard copy format in each vice president’s office.
  - 5.2. Each vice president is responsible for maintaining procedures within their areas of responsibility.
  
6. Procedures should be reviewed and revised when:
  - 6.1. There is a change in the authorizing board policy or state or federal law, rule or regulation; or
  - 6.2. There is a change in record keeping or reporting requirements.
  
7. Despite the foregoing, it is acknowledged that instances arise in which procedures must be developed or revised (a) immediately due to changes in board policy or governing state or federal law, rule or regulation, or (b) in order to make a technical, grammatical, or otherwise non-substantive change to an existing procedure. In such cases, the College President may authorize immediate procedure development or revision without utilizing the procedure described above.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date: