 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Administrative Procedures: Establishing, Maintaining, and Revising (BH)	Section B: Local Governance	Page(s): 3
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Administrative Rules and Regulations	Policy: BH (LOCAL)	
Subtitle: None	Date Adopted: 8-01-20	

Purpose

This document describes the processes for establishing, maintaining, and revising the College’s Administrative Procedures.

Procedure

Administrative Procedures are established for the implementation of policies that have been approved by the Board of Trustees as official college positions. Administrative Procedures may also be developed at the direction of the College President to ensure the accurate and efficient execution of other key operations of the College. The College President, with the assistance of the administrative staff, is responsible for developing and enforcing procedures for the effective operation of the College.

I. ESTABLISHING ADMINISTRATIVE PROCEDURES

A. Administrative Procedures may originate in the following ways:

1. Upon approval of an official Policy by the Board of Trustees, the College President may request the appropriate College officer to draft an Administrative Procedure to ensure effective and efficient implementation of the Policy.
2. The College President or an administrative officer of the College, with the approval of the College President, may request a staff member or faculty member to draft an Administrative Procedure which delineates the appropriate practices or actions necessary to implement a key operation of the College.
3. Any member of the faculty, administration, staff, or student body may

request the development of an Administrative Procedure by submitting on the appropriate form through his or her chain of command which includes

- The rationale for the need of the Administrative Procedure, and
- The key components or actions proposed for inclusion in the suggested Administrative Procedure.

- B. The final authority for the creation and acceptance of all Administrative Procedures rests with the College President.
- C. Administrative Procedures that have not yet been officially approved are referred to as *draft* Administrative Procedures; those that have been officially approved are *promulgated* Administrative Procedures.
- D. Draft Administrative Procedures are submitted to the College President by the appropriate Vice President.
- E. The College President may choose to distribute a draft Administrative Procedure to the Executive Cabinet or other appropriate staff members for review and input. In these cases, each person asked to review an Administrative Procedure will review the document and submit written comments and recommendations by the appointed timeline established at the start of the review.
- F. The College President will review the comments and recommendations submitted by the review team and may choose to direct staff members to revise the original document to incorporate input approved by the President.
- G. The College President will approve all final versions and must accept any Administrative Procedure prior to its publication or dissemination to the college community.
- H. The College President retains the authority for all Administrative Procedures including with regard to:
1. Accepting an original draft Administrative Procedure and publishing it to the college community,
 2. Amending a draft Administrative Procedure based on written comments and recommendations received or upon consideration of other relevant information,
 3. Returning a draft to the originator for revision,
 4. Establishing a panel to resolve differences among campus constituents and revising a draft Administrative Procedure accordingly, or
 5. Rejecting a proposed Administrative Procedure entirely, including without additional review.

- I. The date of approval and the author of a promulgated Administrative Procedure are noted at the end of the document.
- J. Once an Administrative Procedure receives final approval, the President's Office codifies the Administrative Procedure and distributes it for inclusion in the WCJC Administrative Procedures Manual (posted on the College intranet and internet sites). The Administrative Procedure is included as an informational item for the WCJC Board of Trustees.
- K. The WCJC Administrative Procedures Manual that resides in the President's Office is designated as the official copy. In the event of discrepancies among distributed copies of the manual, the version contained in the official WCJC Administrative Procedures Manual is authoritative.

II. MAINTAINING ADMINISTRATIVE PROCEDURES

Administrative Procedures are maintained in the following ways.

- A. Upon approval of the College President, Administrative Procedures are published on the website for reference and use by the College community.
- B. Administrative Procedures are reviewed for relevance and accuracy on an annual basis by the author and/or Executive Cabinet member over that area.
- C. It may be necessary to revise an Administrative Procedure at other times due to changes in Board Policies, changes in legal requirements, or to address other needs which arise related to the efficient operation of the College. Any Administrative Procedure in need of revision or change follows the procedures outlined in Section I above.


III. REVISING ADMINISTRATIVE PROCEDURES

The College's Administrative Procedures should be reviewed on an ongoing basis and should be modified, refined, or discontinued, as appropriate or as dictated by law or Board Policy. Suggestions to revise an existing Administrative Procedure follow the same procedures outlined in Section I above.

Date Prepared: 6-9-21 (BAM)

Revised date:

ADDITION/REVISION FORM

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL ADDITION/REVISION FORM	
WCJC Title:	Section :	Page(s):
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title:	Policy:	
Subtitle:	Date Adopted:	

Directions: Complete this form and submit through your chain of command. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of This Proposal: _____

Rationale for the Need for the Establishment of a New Administrative Procedure or the Revision to an Existing One:

Key Components or Actions Proposed:

SIGNATURES:

Originator

Date

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:
