



ASUN Operating Procedure - 1000

Operating Procedure Synopsis

Title: DEVELOPMENT, APPROVAL, AND MAINTENANCE OF ASUN OPERATING PROCEDURES

Approval Date:

Revised: n/a

Responsible Officer: Chancellor

Responsible Operating Procedure Manager: Director for Institutional Effectiveness

Responsible Department: All College Departments, Organizations, Students, and Visitors

A. Purpose

This operating procedure defines the process for developing, reviewing, approving, and maintaining all college operating procedures.

B. Definitions

Policy vs Operating Procedure – Subject to the governance of the ASU System board of trustees, the responsibility for promulgating **policy** is the sole responsibility of the ASU system and the board of trustees. **Operating Procedures** are meant to govern operations of the ASUN system campuses and work in concert with the ASU system policies and procedures.

C. Scope

All ASUN employees, students, and visitors are expected to adhere to operating procedures. All employees are expected to know and abide by operating procedures. Matters pertaining only to the internal procedures of a given department or office are not considered to fall within the scope of this OP.

D. Statement of Authority

Responsibility for enforcement of the process of developing and approving operating procedures is the Chancellor and Executive Cabinet. ASU-Newport formally approves, promulgates in a consistent format, and maintains centrally all Operating Procedures. All parties responsible for writing, updating and distributing OP must comply with the conditions and procedures that are outlined within this OP.

E. Procedures

A. Methodology

1. ASU-Newport operating procedures govern college-wide operations, facilitate the overall mission, goals, and objectives of the college, and regulate the activities of constituent groups including, but not limited to students, faculty, and staff.
2. All operating procedures, including revisions, are subject to Executive Cabinet approval.

3. Operating Procedures can originate from departmental leaders or recognized councils and committees, but requires Executive Cabinet member sponsorship to be placed on the agenda for action by the Executive Cabinet.
4. All ASUN operating procedures complement policies and procedures promulgated by the ASU System Board of Trustees. ASUN operating procedures provide operational guidelines to govern the operations of the ASUN system of campuses. Should any operating procedure conflict with ASU system policy or procedure, ASUN operating procedures defer to the governance of the ASU system policy and/or procedure.
5. All ASUN operating procedures comply with State or Federal law. Should any operating procedure conflict with state or federal law, ASUN operating procedures defer to the governance of the state or federal law.

Hierarchy of Policies and Procedures

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees Policies or Handbooks
4. ASU System Procedures
5. College Operating Procedures
6. College Adopted Handbooks
7. Departmental Procedures

In the event of conflict between different levels in 1 through 7 above, the lower numerical heading shall take precedence over the higher numerical heading.

B. Roles

Operating Procedure (PC) Coordinator

- Publishes operating procedures and related information.
- Notifies institution of publishing or revising of operating procedures.
- Organizes and maintains policy history and tracking.

Operating Procedure Manager (PM)

- Develops the operating procedure.
- Administers the policy.
- Revises the operating procedure as needed.
- Implements the operating procedure and provides training for execution.

Responsible Executive (RE)

- Oversees and advises in development of an operating procedure.
- Sponsors operating procedures for Executive Cabinet approval, ensuring consistent formatting based on approved format.
- Requests Cabinet meeting agenda item to seek approval of operating procedure.
- Assigns operating procedure manager (PM).
- Sends approved operating procedure to operating procedure coordinator (OP) for publishing and repository.

C. Formatting Requirements for Operating Procedures

An operating procedure format is provided and required for submission and approval to the Cabinet. The format is posted online in the campus portal on the "Operating Procedures" tab. Each operating procedure must also follow the [ASU Newport Operating Procedures Framework](#) for numbering and organization of the proposed operating procedure.

Procedure Formatting Details

In order, operating procedures will contain the following pertinent sections:

- Title Bar – Contains the number of the operating procedure that will link to the [ASU Newport Operating Procedures Framework](#). This number allows for organization of the operating procedure into the relevant area of responsibility of the college.
- Operating Procedure Synopsis – A quick reference for readers, this will list the following details:
 - Title
 - Approval Date
 - Revised Date
 - Reason for Revision
 - Responsible Executive Cabinet Member (for oversight)
 - Responsible Operating Procedure Manager
 - Responsible Department

- A. Purpose – why the operating procedure is being proposed and what is designed to accomplish
- B. Definitions – key terms pertinent to the operating procedure
- C. Scope – who is accountable for following and adhering to the operating procedure
- D. Procedures – the body and context of the operating procedure, steps of a process
- E. Responsible Officer – member of Executive Cabinet with oversight responsibility for the operating procedure
- F. Related Information – links to other documents and supplemental forms that complement the operating procedure

D. Steps in the Development or Revision of an OP

1. Department manager or recognized council or committee recognizes the need for the development or revision of an ASUN OP.
2. Department Manager or the Chair of a recognized council or committee meets with a member of the Executive Cabinet who would likely be designated as the responsible officer (it is the responsibility of the Executive Cabinet member to discern if he/she is the Responsible Officer (RO), if not the individual should redirect the manager or council/committee chair to the correct RO).
3. The Responsible Officer assigns the Procedure Manager (PM) to develop the OP.
4. The OP is developed by the PM with guidance from the RO ensuring correct formatting and coordination with affected entities to ensure a vetted and comprehensive OP.
5. The RO sponsors the proposed OP and requests an agenda item for the review of the OP by the Executive Cabinet.
6. The Executive Cabinet reviews the proposed OP and approves or suggests revisions.
7. The RO sends the proposed revisions to the PM for incorporation into the OP. Upon revision of the OP by the PM the RO will forward the completed OP to the Operating Procedure Coordinator (PC).
8. The PC will send out the proposed OP for public comment via an online survey. Five working days will be allotted for the gathering of comments.
9. Any comments made will be forwarded to the Executive Cabinet for review. The Executive Cabinet will determine the need to revise the OP based on public comments. If revision is determined to be unnecessary, the PC will be directed by the RO to publish the OP and send out a link to the ASUN campuses to notify employees of the approval of the OP. If revision is necessary, the Executive Cabinet will review and revise at the next scheduled regular meeting. After revision the RO will send the final OP to the PC for publishing.
10. Upon publishing, the OP will be considered approved and in-force.

F. Responsible Officer

Chancellor

G. Related Information

[Operating Procedure Template](#)