



ASUN Operating Procedure - 1000

Operating Procedure Synopsis

Title: Master SOP

Approval Date/Revision Date(s): 11/2017, 4/2018, 11/2019

Review Date(s): 11/2020, 11/2021

Executive Cabinet Liaison: Chancellor

Responsible Manager: Operating Procedure Coordinator

A. Purpose and Scope

The purpose of this operating procedure is to ensure consistent development, approval, enforcement, and review of all ASUN operating procedures. Individuals involved in fulfilling the requirements of this operating procedure include all Executive Cabinet members and all employees responsible for drafting, updating and enforcing operating procedures. Matters pertaining only to the internal procedures of a given department are not considered to fall within the scope of this operating procedure.

B. Definitions

Operating Procedure Coordinator – coordinates regular review of operating procedures; coordinates publication of operating procedures and related information; notifies institution of publishing or revising of operating procedures; maintains policy history and tracking. The Chief of Staff, with support from the Assistant to the Chancellor, shall serve as the Operating Procedure Coordinator.

Executive Cabinet Liaison – oversees and assists 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; sends approved operating procedure to Operating Procedure Coordinator for publishing and repository; and reviews the operating procedure on an annual basis and revises the operating procedure as necessary.

Responsible Manager – assists in the development of the operating procedure; administers the operating procedure; implements the operating procedure and provides training for execution; and assists in revising the operating procedure as needed.

Approval Date/Revision Date(s) – date on which the operating procedure was initially adopted, as well as the dates on which it was substantively revised and recirculated for public comment. This list shall be cumulative.

Review Date(s) – dates on which the operating procedure was reviewed but no changes were made or only non-substantive revisions were made which did not require recirculation for public comment. This list shall be cumulative

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures

C. Procedures

Methodology

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. Operating procedures can originate from the Executive Cabinet, departmental leaders, or recognized councils and committees. All operating procedures, including revisions, are subject to Executive Cabinet approval.

Promulgating policy is the sole responsibility of the ASU System Board of Trustees. Operating Procedures are meant to govern operations on ASUN campuses and are intended to complement policies and procedures promulgated by the ASU System Board of Trustees. Should any operating procedure conflict with an ASU System policy or procedure, the ASU System policy or procedure governs. All ASUN operating procedures are intended to comply with state and federal law. Should any operating procedure conflict with state or federal law, the state or federal law shall govern. The following is a hierarchy of laws, policies and procedures, starting with the most authoritative:

- a. Federal laws and regulations
- b. State laws and regulations
- c. ASU System Board of Trustees policies or handbooks
- d. ASU System procedures
- e. ASUN operating procedures
- f. ASUN handbooks
- g. Departmental procedures

Steps in the Development of an Operating Procedure

1. An Executive Cabinet member, department manager, or council/committee recognizes the need for an operating procedure.
2. If the operating procedure is initiated by a department manager or a council/committee chair, he or she must meet with their Executive Cabinet Liaison to request that the proposed operating procedure be added to the Executive Cabinet agenda.
3. The Executive Cabinet Liaison assigns a Responsible Manager to assist in the development of the operating procedure using the provided Template linked below.
4. The operating procedure is developed by the Executive Cabinet Liaison and Responsible Manager in coordination with affected employees to ensure a vetted and comprehensive operating procedure.
5. The Executive Cabinet Liaison requests that the proposed operating procedure be added to the Executive Cabinet agenda for consideration. When possible, the Executive Cabinet Liaison should circulate the proposed operating procedure to the Executive Cabinet in advance via email.
6. The Executive Cabinet reviews the proposed operating procedure and approves or suggests revisions.
7. If the Executive Cabinet suggests revisions, the Executive Cabinet Liaison shall work with the Responsible Manager and other affected employees to incorporate the suggested revisions. Once incorporated, the procedure must be presented again to the Executive Cabinet for approval. This step may take place via email.
8. Upon approval by the Executive Cabinet, the Operating Procedure Coordinator shall assign a number to the operating procedure. A new operating procedure shall be assigned the first available number in the relevant department as indicated in the Tracking and Review Sheet linked below. In the event an operating procedure has been deleted, the operating procedure number shall be used for the next operating procedure submitted from that area unless there is

justification for that number to be reserved. In the event that two operating procedure are consolidated, the same rule shall apply and the available number shall be assigned to the next new operating procedure in that department.

9. The Operating Procedure Coordinator will send out the proposed operating procedure for public comment via electronic notification. Five working days will be allotted for the gathering of comments. Any comments will be forwarded to the Executive Cabinet for review. The Executive Cabinet will determine the need to revise the operating procedure based on comments.
10. Upon final approval of the operating procedure by the Executive Cabinet, the Operating Procedure Coordinator will add the Approval Date and publish the operating procedure on ASUN Sharepoint.
11. The Operating Procedure Coordinator shall work with the Director of Marketing and Communication to ensure the operating procedure is published to the ASUN website.

Revision/Review of Operating Procedures

1. Each operating procedure will be reviewed by the Executive Cabinet on an annual basis as outlined in the Tracking and Review Sheet. Operating procedures may also be revised as needed by requesting the Operating Procedure Coordinator add the operating procedure to the Executive Cabinet agenda.
2. The Executive Cabinet Liaison shall make recommendations to the Executive Cabinet regarding the necessity of revisions.
3. If there are no substantive changes to the operating procedure, the Operating Procedure Manager will add the date of review to the "Review Date(s)" section of the synopsis and republish as indicated in Steps 10 and 11 above.
4. If there are substantive changes to the operating procedure, the Operating Procedure Coordinator will refer to Step 9 above. After any revisions are approved, the Operating Procedure Coordinator will add the Revision Date and republish as indicated in Steps 10 and 11 above.
5. The Operating Procedure Coordinator shall keep electronic files containing previous versions of operating procedures.

D. Related Information

SOP Template:

https://asun.sharepoint.com/sites/employee_center/SitePages/Standard-Operating-Procedures.aspx