

NEW ADMINISTRATIVE RULE DEVELOPMENT

ADMINISTRATIVE RULE NUMBER: A001

LAST APPROVED: May 6, 2008, December 10, 2014, November 28, 2018

RELATED TO POLICY SERIES NUMBER: 102

DEFINITIONS: A001.1

An Administrative Rule (AR) is a procedure that outlines how the college performs a certain task.

PURPOSE: A001.2

The purpose of this AR is to outline the procedure of creating a new AR.

NEW ADMINISTRATIVE RULE DEVELOPMENT PROCEDURE: A002.3

- A. If an employee identifies a need for the creation of a new AR, that employee must bring the idea to their departments Leadership Team (LT) member.
- B. The employee and LT member will discuss the proposed new AR idea. If the decision is made to move forward, the LT member will have the employee create a draft of the proposed AR using the format that is established on the AR template that is housed within Policy Tech. The completed draft will then be submitted to the LT member electronically.
- C. The LT member/Document Owner will upload the proposed AR into Policy Tech using the AR Template.
- D. The LT member/Document Owner will present the proposed AR to the LT for comments and suggestions. The LT member/Document Owner will then present the first reading of the proposed AR to the College Council (CC) members at their next meeting for their comments and suggestions.
- E. Document Owner will make any needed changes resulting from the feedback of LT and CC members in PolicyTech.
- F. The proposed AR will be brought to the CC for a second reading where final comments on the proposed AR will be accepted.
- G. Once approved by CC the Executive Support Specialist whom is the second level approver in PolicyTech for AR's will accept the proposed AR in PolicyTech and the AR will become published and added to the Tillamook Bay Community College Administrative Rules.