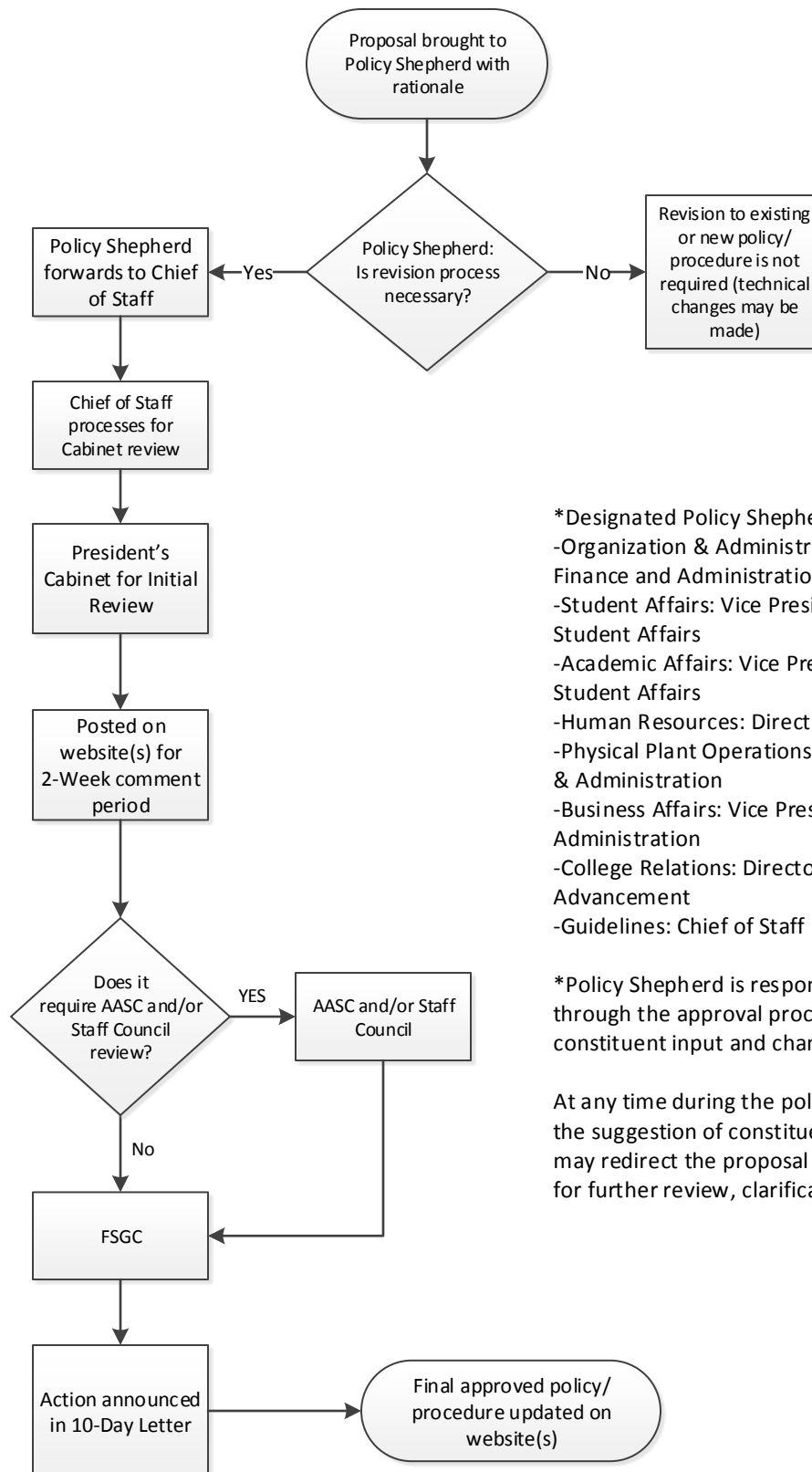


Guideline: Policy and Procedure Flowchart



- *Designated Policy Shepherds:**
- Organization & Administration: Vice President of Finance and Administration
 - Student Affairs: Vice President of Academic & Student Affairs
 - Academic Affairs: Vice President of Academic & Student Affairs
 - Human Resources: Director of Human Resources
 - Physical Plant Operations: Vice President of Finance & Administration
 - Business Affairs: Vice President of Finance & Administration
 - College Relations: Director of Institutional Advancement
 - Guidelines: Chief of Staff

*Policy Shepherd is responsible for shepherding policy through the approval process including tracking constituent input and changes.

At any time during the policy approval process and at the suggestion of constituents, the policy shepherd may redirect the proposal back through the process for further review, clarification and comment.