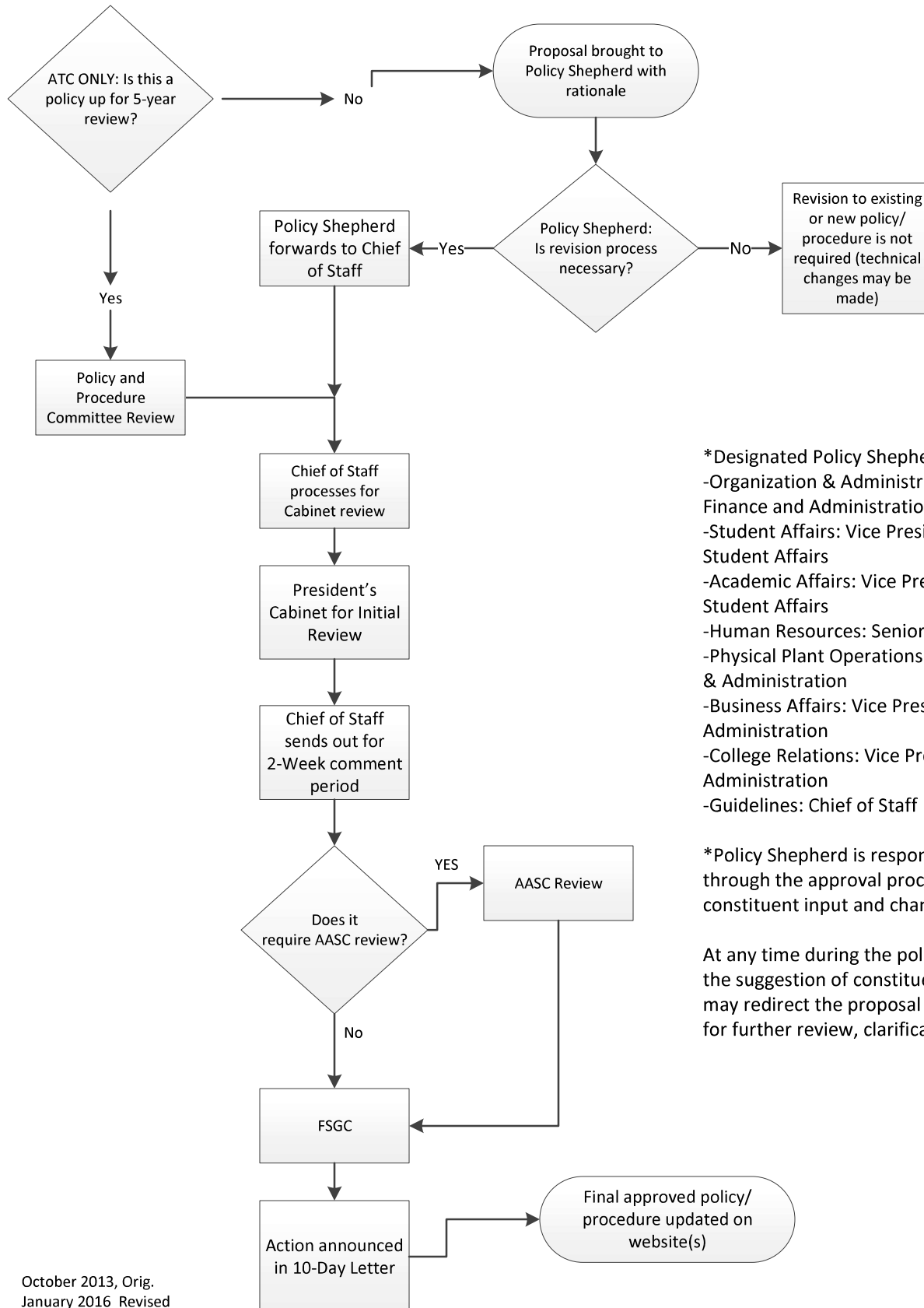


Guideline: Policy and Procedure Flowchart



- *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: Senior Human Resources Officer
 - Physical Plant Operations: Vice President of Finance & Administration
 - Business Affairs: Vice President of Finance & Administration
 - College Relations: Vice President of Finance & Administration
 - 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.