

## 5.015 - Guidelines and Procedure Development

### Scope

These guidelines apply to all Clerc Center employees

### Guidelines

The Clerc Center community will have ready access to well-articulated and understandable guidelines and related procedures that specifically address the administration and operations of the Clerc Center. Clerc Center guidelines and procedures will be:

- Presented in a consistently uniform format
- Formally presented
- Centrally maintained
- Kept current
- Distributed broadly in a timely manner

University policies and related procedures that also are relevant and apply to the Clerc Center community are available in the A&O Manual available online. Clerc Center-specific policies are also included in the A&O Manual.

Approved Clerc Center guidelines and procedures will be available on the Clerc Center CCOMS site.

Clerc Center guidelines:

1. Are governing principles that mandate or constrain actions.
2. Have a Clerc Center-wide or school-wide application.
3. Will change infrequently and set a course for the foreseeable future.
4. Help ensure compliance, enhance the Clerc Center's mission, or reduce institutional risk.
5. Are approved by the Clerc Center Senior Leadership Team.

New guidelines or a new procedure will not go into effect until it has been approved by the Senior Leadership Team. All new guidelines or procedures with substantial revisions are reviewed by the Manager for Institutional Compliance for consistency, readability, and format.

### **Definitions – Policies, Procedures, Guidelines**

**Board Policies** – Policies which relate to and have a significant impact on institutional values, priorities, and principles and/or on the human, fiscal, or physical resources of the University, including the Clerc Center. These policies are approved by the Gallaudet University Board of Trustees and are included in the A&O Manual.

**University Administrative Policies** – Policies that relate to and have an impact on major functional operations, service delivery, University practices, and personnel. These policies are approved by the University administration. These policies are included in the A&O Manual.

**Clerc Center Guidelines** - Formally approved guiding or governing principles which support strategies and objectives in conducting Clerc Center-specific affairs. These guidelines are included in the Clerc Center Employee Handbook on CCOMS.

**Procedures** - Documented steps or activities that accomplish the goals and directives of related guidelines. In general, procedures are step-by-step instructions on how to implement, support, or comply with a clearly related guideline or policy. Procedures can be changed regularly when new personnel, organizational structure, technology, or some similar reason require changes to be made.

**Clerc Center Senior Leadership Team** – Monitors, discusses, advises, or takes action to approve or deny Clerc Center guidelines or procedures. This group can also remand a new or existing guidelines or procedure back to the corresponding responsible office or individual for revision.

**Manager, Institution Compliance** – Reviews new or revised guidelines and procedures for consistency, readability, and format; assists with guidelines development, coordination, and dissemination; maintains the master list of guidelines and guidelines numbers; and maintains the files of the approved copy of the guidelines, including any pertinent back up materials applicable to the development of each new guidelines and procedures.

**Policy Owner/Responsible Office** – The office or unit that generated the guidelines or maintains the guidelines. This office is to also verify the accuracy of the guidelines subject matter, and develop and maintain the process to administer the guidelines and procedures.

## Related Policy, Guidelines, Procedure, and/or Form

### Procedure

5.015.01 - Guidelines and Procedure Development Procedure

<i>Refer Questions To:</i>	<i>Manager, Institutional Compliance</i>
<i>Approved By:</i>	<i>Senior Leadership Team</i>
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