

Policy: Development and Amendment of Policies and Procedures

Procedure Title	Development and Amendment of Policies and Procedures
Procedure ID	2024.1-v2-QA_PO
Effective Date	June 13, 2024
Responsible Office	QA Office
Responsible Executive(s)	All units

1. The policy and/or procedure initiator (faculty, staff or student) may identify the need for a new or revised policy and/or procedure proposal. S/he communicates the proposal with the head of the Quality Assurance Office (QAO) using the Policy and/or Procedure.
2. The QAO reviews the proposal to monitor compliance and facilitate remedies for noncompliance with current institutional policies, national and international standards.
3. The QAO directs the proposal along with any suggestions regarding compliance issues to the appropriate channel for discussion and recommendations.
This is the:
 - President for quality assurance and marketing related policies/procedures
 - Provost for academic-related policies/procedures
 - Vice President of Administrative Affairs (VPAA) for administrative-related policies/procedures
 - Head of Student Affairs for student-related policies/procedures.
4. The President, Provost, VPAA or Head of Student Affairs presents the proposal to the Policy Committee for discussion and recommendations.
5. Upon receipt of these recommendations the updated version goes to Policy Committee for final discussion and the proposed policy presented by the President/or Provost/or VPAA or Head of units to the University Council for approval.
6. The President's signature as the Chair of the University Council indicates formal adoption of the University policy and/or procedure.

Dissemination of Policy and/or Procedure

1. Once a new or revised procedure is signed by the President, the QA distributes it to the concerned units and uploads on the website page.
2. The QA keeps records of AUM *Policies and Procedures* by archiving and inserting new/updated policies and/or procedures and/or replacing obsolete policies and/or procedures.