

▶ Adopted Date 11/3/03
 ▶ Amended Date 08/03/04
 ▶ Review Cycle _____

Attachments:
 None

ADMINISTRATIVE SERVICES APPROVAL OF PROCEDURE(S)

PURPOSE:

This procedure defines the process for the college administration to review, revise, finalize and approve internal Los Angeles Mission College processes in a standardized procedural format. In addition, the procedures will address a review cycle to keep them updated as the policies and procedures evolve.

INITIATOR

- The initiator is primarily the Task Force assigned to develop internal procedures and processes. An individual could also be an initiator if s/he follows the established format.
- The initiator outlines the procedure using the boilerplate developed by the Task Force. It is important the initiator research the procedure and obtain expert advice on how the process actually works. Suggestions for improvements may be added.
- The initiator reviews the process to ensure that it is efficient.
- This format is submitted to the Task Force or, if initiated by the Task Force, it is submitted via e-mail, in draft form, to the Vice President of Administration for review.
- A cover letter may be attached to inform the Vice President of Administration of other options that the Task Force deemed important to be considered such as improvements.

AUTHORIZATION

- The Vice President of Administration reviews the draft procedure. Any questions, concerns or changes will be noted.
- When the draft procedure is approved, it will be signed and dated by the President or the President's designee and returned to the Task Force.
- If the draft procedure is not approved, notations will be written on the procedure by the Vice President of Administration and resubmitted.

RESPONSIBILITY

- The Task Force will revise any unapproved procedure and resubmit for signature approval.
- If the procedure is approved, the Task Force will make four hard copies. These copies will be on file in the President's Office and each Divisional Vice President's Office. The procedure will also be included on the intranet website and available to all employees with intranet access.

APPROVED: _____

DATE _____

