

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1070

PAGE 1 of 2

PROCEDURE TITLE: Implementation and Codification of Policies and Procedures

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College
Policy Manual Approval

EFFECTIVE DATE: May 18, 1971

LAST REVISION DATE: November 8, 2005

LAST REVIEW DATE: November 8, 2005

I. PURPOSE

To establish a process for implementing policies approved by District Board of Trustees and procedures approved by the Executive Committee.

II. PROCEDURE

A. Policies


1. Policies are the result of actions of the District Board of Trustees, the Legislature, or the State Board of Education.
2. Upon approval by the District Board of Trustees, policies will be posted to the Colleges Website by the office of the Provost for Operations.

B. Procedure

1. Upon approval of a policy by the District Board of Trustees, a request will be send to the proper area to draft a procedure for its implementation.
2. The draft of the procedures shall be forwarded to the Provost for Operations for review by the Executive Committee if required.
3. Upon approval, the procedure will be posted to the Colleges website by the Office of the Provost for Operations.

C. Codification

All policies and procedures will be codified by the Office of the Provost for Operations.

	
	11/8/05
PRESIDENT	DATE