ASUB Standard Operating Procedure – 1001

Standard Operating Procedure Synopsis

Title: **DEVELOPMENT, APPROVAL, AND MAINTENANCE OF ASU-BEEBE STANDARD OPERATING PROCEDURES**
Approval Date: February 5, 2020
Revision Date, if applicable: April 7, 2021; May 11, 2022; March 15, 2023
Review Date(s):   March 31, 2021; May 11, 2022; March 15, 2023; Jan. 17, 2024; Jan. 22, 2025
Annual Review Month: January
Responsible Officer (RO):   Chancellor
Standard Operating Procedures Manager (PM):   Chancellor

A. Purpose and Scope

This standard operating procedure defines the process for developing, reviewing, approving and maintaining all college standard operating procedures (SOP). All Arkansas State University-Beebe employees, students and visitors are expected to adhere to the ASU-Beebe Standard Operating Procedures. All employees are expected to know and abide by SOPs. Matters pertaining only to the internal procedures of a given department or office are not considered to fall within the scope of this SOP.

Responsibility for enforcement of the process of developing and approving ASU-Beebe Standard Operating Procedures is the chancellor's and the chancellor's Executive Council. ASU-Beebe formally approves, promulgates in a consistent format, and centrally maintains all SOPs. All parties responsible for writing, updating and distributing SOPs must comply with the conditions and procedures outlined within this SOP.

B. Definitions

Policy vs Standard Operating Procedure – Subject to the governance of the ASU System Board of Trustees, the responsibility for promulgating policy is the sole responsibility of the ASU System and the Board of Trustees. The ASU-Beebe Standard Operating Procedures are meant to

govern operations of the ASU-Beebe campuses and work in concert with the ASU System policies and procedures.

Standard Operating Procedure Coordinator (SOPC) – Executive Assistant to the Chancellor

- Publishes SOPs and related information.
- Notifies institution of publishing or revising of SOPs.
- Organizes and maintains procedure history and tracking.

Responsible Officer (RO)

- The member of Executive Council who oversees and advises in development of SOPs.
- Sponsors SOP for Executive Council review and Shared Governance Council approval, ensuring consistent formatting based on approved format.
- Assigns standard operating procedure manager (PM).
- Sends approved SOP to Standard Operating Procedure Coordinator (SOPC) for publishing and repository.

Standard Operating Procedure Manager (PM)

- Develops the SOP.
- Administers the procedure.
- Revises the SOP as needed.
- Implements the SOP and provides training for its execution.

Business Day

- Days when the college is open for normal business operations, generally Monday through Friday excluding official college holidays.

C. Procedures

1. ASU-Beebe Standard Operating Procedures (SOP) govern college-wide operations, facilitate the overall mission, goals and objectives of the college, and regulate the activities of constituent groups including, but not limited to students, faculty, staff and visitors.

2. All SOPs, including revisions, are subject to Shared Governance Council approval.

3. SOPs can originate from departmental leaders or recognized councils, committees, or taskforces but requires Executive Council member sponsorship to be placed on the agenda for review by Executive Council and action by the Shared Governance Council. Councils, committees or taskforces that do not have

an Executive Council member serving as a member should coordinate with the chancellor's office to determine the most appropriate sponsor.

4. All ASU-Beebe SOPs complement policies and procedures promulgated by the ASU System Board of Trustees. ASU-Beebe SOPs provide operational guidelines to govern the operations of the ASU-Beebe campuses. Should any SOP conflict with ASU System policy or procedure, ASU-Beebe SOPs defer to the governance of the ASU System policy and/or procedure.

5. All ASU-Beebe SOPs comply with state or federal law. Should any SOP conflict with state or federal law, ASU-Beebe SOPs defer to the governance of the state or federal law.

   Hierarchy of Policies and Procedures
   1. Federal law and regulations
   2. State laws and regulations
   3. Board of Trustees policies or handbooks
   4. ASU System procedures
   5. College standard operating procedures
   6. College adopted handbooks
   7. Departmental procedures

*In the event of conflict between different levels in 1 through 7 above, the lower numerical heading shall take precedence over the higher numerical heading.

Steps in the development or revision of a Standard Operating Procedure

1. Department chair/supervisor or recognized council, committee or taskforce recognizes the need for the development or revision of an ASU-Beebe SOP.

2. Department chair/supervisor or the chair of a recognized council, committee, or taskforce meets with a member of the Executive Council who would likely be designated as the Responsible Officer (RO). It is the responsibility of the Executive Council member to discern if he/she is the RO. If not, the individual should redirect the department chair/supervisor/committee chair to the correct RO.

3. The RO assigns a Procedure Manager (PM) to work with the appropriate stakeholders to develop or revise the SOP.

4. The SOP is developed or revised by the PM with guidance from the RO, ensuring coordination with affected entities to ensure a vetted and comprehensive SOP.

5. The RO will submit the completed SOP as an action item on the agenda of the next meeting of the Shared Governance Council. The Shared Governance Council will review and discuss the SOP. The SOP shall be published to the college community for a ten (10)

business day comment period via email. If the amendment receives no comments from the college community after ten (10) business days, the SOP will be approved by the Shared Governance Council effective immediately. If an SOP receives any comments for proposed changes during the ten (10) business day comment period, the Shared Governance Council shall review the comments at its next meeting and may: (1) approve the SOP with recommended changes, or (2) approve the SOP "as is," with no changes, by two-thirds vote of the members present.

6. The RO sponsors the proposed or revised SOP and requests an agenda item for the review of the proposed SOP by the Executive Council.

7. The Executive Council reviews the proposed SOP and endorses the procedure as written or suggests final revisions.

8. The RO will send the final approved SOP to the SOPC for publishing.

9. Upon publishing and employee notification, the SOP will be considered approved and in-force.

Annual Review/Revision:

1. Each SOP will be reviewed by the Executive Council on an annual basis. The schedule for review of each SOP will be determined by the RO and forwarded to the SOPC.

2. The SOPC will submit the schedule for review list to the chancellor's office to ensure that all SOPs are scheduled for review by Executive Council.

3. Once reviewed by the Executive Council, if there are no significant changes to the SOP, the SOPC will revise the "review" date of the SOP and publish.

4. If there are substantive changes to the SOP, it must follow the "Steps to Develop or Revise a SOP" outlined above.

5. The SOPC will then publish the final revised SOP.

D. Related Information