RET.DOC.01.00	**Procedures for Submitting Colleges of Sciences Standard Operating Procedures (SOP)** - **RETIRED AND REPLACED WITH DO.04.01**
Owner/Contact Information:	Executive Assistant, Deans Office
Effective Date:	
Last Revised/Reviewed:	December 11, 2015
Related Policies:	**REG01.25.05 PRR Protocol**

1. INTRODUCTION

Sciences Standard Operating Procedures (SOP) are established or prescribed administrative procedures to be routinely followed in a given situation or to accomplish a specific task. This SOP establishes procedures to be followed when submitting a Sciences SOP for approval. SOPs not submitted and approved in accordance with this procedure will not be recognized.

2. DIFFERENCE BETWEEN Policy, Rule, and Regulation (PRR) AND SOP

Sciences SOPs are distinguished from NC State Policies, Regulations and Rules (PRRs) because they do not directly or substantially affect procedural or substantive rights or duties. Sciences SOPs must not conflict with PRRs. NC State PRRs are posted at http://policies.ncsu.edu. Procedures that meet the criteria for PRRs should be submitted in accordance with REG01.25.05 (referenced above as a related policy). Definitions for what constitutes a policy, regulation or rule can be found at policies.ncsu.edu/page/definitions.

The procedures outlined here should not be used to submit a NC State PRR.

3. FORMAT OF SOP

SOPs must be submitted in a standard format. The approved template for submitting Sciences SOPs is posted on the Sciences Intranet on the Procedures page. Additionally, this SOP serves as an example of the standard format. SOPs should be written clearly and concisely whenever possible. The SOP Owner/Contact should solicit input from stakeholders when drafting and editing the SOP, including stakeholders from other University offices if applicable.

4. REVIEW AND APPROVAL PROCESS FOR SOP

The SOP Owner/Contact must have a member of the Sciences Leadership Team (SLT) sponsor the submission of a new SOP. In many cases the SOP Owner/Contact will be a member of the SLT, which will satisfy this requirement. The following steps will be followed for review and approval:

- The Sponsor/SLT member will submit an electronic version to the Dean's Executive Assistant and request that the proposed SOP be added to the agenda of an upcoming SLT meeting.

- At the SLT meeting the Sponsor will lead discussion regarding the proposed SOP. If changes are requested, the Sponsor will have the changes made and present the new version at a future meeting.
- The SLT will approve or deny the proposed SOP; however, the Dean has final approval authority.
- After the proposed SOP has been approved the Dean's Executive Assistant will assign a SOP number and add it to the electronic version. The Executive Assistant will inform the SOP Owner/Contact of the assigned number.

5. POSTING AND DISTRIBTUTION

After the approved SOP has been assigned a SOP number in the established format by the Executive Assistant, it will be posted on the Sciences Procedures webpage (https://sciences.ncsu.edu/intranet/procedures/). Department heads and administrative staff will be notified via email when a new SOP is posted. It is the responsibility of the SOP Contact to ensure that notification of the new SOP is distributed appropriately.

6. CHANGES AND REVIEW SCHEDULE

SOPs need to be regularly reviewed and updated as needed.   All SOPs should be reviewed on an annual basis, even if changes are not required. The SOP Owner/Contact is responsible for reviewing the SOP as scheduled and will determine if any updates are necessary. Updated versions of SOPs will be submitted for review and approval using the same procedures for submitting new SOPs.