

BGSU Firelands		
Governance Document Procedure	Documents	Document Revisions
Approved by:	Date Revised 2-20-07	FC 9121

Purpose

The purpose of this procedure is to define the steps necessary to maintain documents in the system so that they reflect actual practice.

Procedure

Requester

recommends new document or changes to existing documents by preparing recommendation in appropriate format. Document should be given the current date and marked draft in the date issued/revised box.

submits copies to committee Chair or Director.

Committee Chair/
Director

provides copies and arranges meeting with appropriate individuals to discuss recommendation.

prepares agreed changes as final copy, and marks the revision date the same as the committee meeting. Submits revision with a cover memo highlighting rationale for the change for review/approval by appropriate committee and/or individuals. (See FC 9011)

Dean's Office

updates FC 9211, Document Index, after approval

distributes memo highlighting change, provides new document and revised document index in accordance with the distribution as defined in FC 9131.

Recipients

review the latest document with attention to changes, and, if appropriate, remove obsolete documents and insert new documents in binder.