The procedure for each subunit policy is as follows:

1. Submit to Carrie Kirkland, Technical Writer, via email. (carrie.a.kirkland@jsums.edu)

2. She will revise and make any recommendations/suggestions to each perspective unit and forward to Managers.

3. Unit will meet with Carrie Kirkland on assigned date to discuss recommendations/suggestions.

4. Unit and Carrie Kirkland will meet with the Director, Michael Robinson.

5. Once approved by Michael Robinson, will go up the ladder of authority.

6. Once approved by other respective authorities, then Michael Robinson, Carrie Kirkland, and unit will met with general council.

7. Once approved by General Council, ready for publication either via web or hand copy.