Vice Presidents ensure procedures are reviewed by appropriate advisory boards at Northwest Vista College (College Services Leadership Team, Student Success Leadership Team, Academic Success Leadership Team, Faculty Senate, Staff Senate, Student Government, etc.) before procedures are brought to cabinet for final review.

Procedures Review Tracking Form Instructions:

1. Submit one tracking form per procedure.
2. Utilize sections (review unit sections) to record procedures reviews conducted by various leadership groups.
3. Complete one review unit section per review and record comments, follow-up, and approval date per review.
4. Submit completed Procedures Review Tracking Form to the Executive Assistant to the President.

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| **Procedure Number:** |  |
| **Procedure Title:** |  |

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| **Originating Unit:** |  |
| **Maintenance Unit:** |  |
| **Implementation Date:** |  |
| **Revision Date:** |  |

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| **Review Unit:** |  |
| **Review Date:** |  |
| **Review Comments:** |  |
| **Follow-Up (if needed):** |  |
| **Approval Date:** |  |

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| **Review Unit:** |  |
| **Review Date:** |  |
| **Review Comments:** |  |
| **Follow-Up (if needed):** |  |
| **Approval Date:** |  |

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| **Review Date:** |  |
| **Review Comments:** |  |
| **Follow-Up (if needed):** |  |
| **Approval Date:** |  |

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| **Review Comments:** |  |
| **Follow-Up (if needed):** |  |
| **Approval Date:** |  |