

SOP Type: Internal SOP - DELTA-level that does not directly affect entities outside of DELTA
 External SOP - DELTA-level that affects these entities:
 Unit SOP - DELTA individual unit(s) affected:

Contact: DELTA Business Office
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1. Introduction

DELTA SOPs are established or prescribed procedures to be followed routinely in a given situation or to accomplish a specific task. This SOP establishes procedures to be followed when submitting a DELTA SOP.

2. Difference between PRRs and SOPs

NC State Policies, Regulations, and Rules (PRRs) are posted at the following website: <http://policies.ncsu.edu/Definitions> for what constitutes a policy, regulation, and rule can be found at <http://policies.ncsu.edu/page/definitions>. Procedures that meet the criteria for PRRs should be submitted in accordance with [REG01.25.05](#).

SOPs facilitate the day-to-day business operations and are distinguished from PRRs because they do not directly or substantially affect procedural or substantive rights or duties. SOPs must not conflict with PRRs. The DELTA SOP procedures should not be used to submit PRRs.

3. Types of SOPs

When submitting a SOP for consideration, the initiator should indicate the SOP type:

a) Internal SOPs

Internal SOPs are DELTA-level procedures that do not directly affect entities outside of DELTA. An example of an Internal SOP would be DELTA procedures regarding overdrawn leave.

b) External SOPs

External SOPs are DELTA-level procedures that affect entities outside of DELTA. When choosing this type of SOP, the initiator must indicate the outside entities affected. An example of an External SOP would be procedures regarding payment for the instruction of Flexible Access courses.

c) Unit SOPs

Unit SOPs affect individual unit(s) in DELTA but not all units in DELTA. When choosing this type of SOP, the initiator must indicate the units affected. An example of a Unit SOP would be a procedure specific to VCS employees.

4. Format of SOPs

SOPs must be submitted in a standard format. The approved template for submitting DELTA SOPs is posted on the [DELTA Business Office website](#). Additionally, this SOP serves as an example of the standard format. SOPs should be written simply and concisely.

5. Review and Approval Process for SOPs

The initiator is responsible for submitting a proposed SOP electronically in the appropriate format to the head (Director, Coordinator, etc.) of his/her unit. The head of the unit will review and edit the SOP and submit it electronically to the supervising member of the DELTA Senior Management Team. The member of the Senior Management Team will review and edit the SOP, add it to the agenda of an upcoming Senior Management Team meeting, lead discussion regarding the SOP, make appropriate changes following discussion, and submit the SOP electronically to the Vice Provost for approval. The Vice Provost will provide final approval of the SOP and submit it to the Business Office for posting. Certain SOPs may require the approval of other university offices prior to posting.

6. Posting and Distribution

Approved SOPs will be assigned a SOP number by the DELTA Business Office and will be posted on the Business Office webpage, separated by type. DELTA employees will be notified when a new SOP is posted. It is the responsibility of the appropriate member of the DELTA Senior Management Team to ensure that external entities are made aware of new External SOPs.

7. Changes to SOPs

The review and approval procedures for changing or discontinuing SOPs are the same as the procedures for submitting new SOPs.