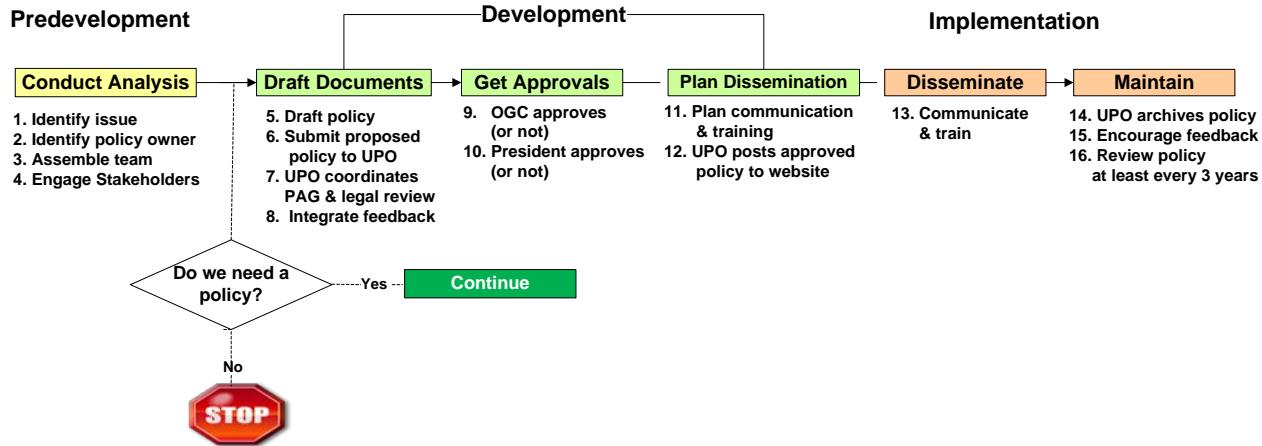


University Policy Process

Short Version



The timeframe between the predevelopment and implementation phases will vary from policy to policy.

Predevelopment

- 1. Identify the issue.** Issues may emerge from trends within an operational unit, through federal or state legislation or regulation, as a result from an incident on campus, or in a variety of other ways. A well-defined, clearly stated issue will help you determine a solution and develop the substantive procedures needed for successful policy implementation.
- 2. Identify policy owner(s).** The policy owner is responsible for implementing, communicating, reviewing, updating, and monitoring policies that fall under his or her operational area for compliance and effectiveness.
- 3. Assemble a team.** Involve individuals with topical and process expertise, policy users, those impacted by policy, and others.
- 4. Engage stakeholders.** Writing group solicits feedback from stakeholders, evaluates and integrates into policy draft, as appropriate.

Development

- 5. Draft policy.** Develop your policy draft using benchmark and best practice information, stakeholder feedback, and direction from the policy owner.
- 6. Submit policy draft to the University Policy Office (UPO).** UPO reviews for quality control purposes and may provide preliminary comments as to the completeness, clarity, consistency, style, and format of the proposed policy.
- 7. UPO coordinates PAG and legal review.** For tracking purposes, UPO coordinates review by the Office of General Counsel (OGC), the Executive Cabinet, and/or the Policy Advisory Group (PAG).
- 8. Integrate feedback.** Revise the policy draft using feedback from OGC, PAG, and/or the Executive Cabinet.
- 9. OGC approves (or not).** OGC reviews the proposed policy for legal sufficiency. OGC may approve the proposed policy, ask for additional information, or not approve the proposed policy as it is written.
- 10. President approves (or not).** The President may approve the proposed policy, ask for substantial revisions, determine that a policy is not needed on the subject, or not approve the proposed policy as it is written.
- 11. Plan communication and training.** Create a plan to communicate and train the university community on the proposed policy.
- 12. Post to website.** UPO posts the new or revised policy to the University Policy Web site on the effective date.

Implementation

- 13. Communicate and train.** The policy owner communicates and trains according to communications plan.
- 14. UPO archives policy.** Upon final approval, UPO archives the superseded or deleted policy.
- 15. Encourage feedback.** The policy owner encourages and collects feedback about policies for use in the next policy revision.
- 16. Review policy.** The policy owner reviews, updates, or confirms policies as current on a 3 year cycle.