Overview of the University Policy Process

1. **Identify need for a new university policy or policy revision (Functional Office)**
   - Analyze and research options, including approaches taken by peer schools
   - Outline approach and discuss with stakeholders. It is helpful to discuss with General Counsel and Director of Compliance early in the process
   - Create draft policy following the template in Policy 101
   - Prepare or update procedures and training program (as necessary)
   - **Note on Area or Department Policies**: Generally the steps in this first stage are a useful model for area policies (including seeking guidance from Compliance or General Counsel). However, area policies are not signed by the President, and do not need to follow the formal steps outlined below.

2. **Review process (Responsible Official)**
   - Circulate draft to stakeholder groups. Examples may include Research Administration Advisory Group (RAAG), Benefits Committee, Strategy and Planning, Compliance Committee, or for academic matters the Faculty Senate
   - Circulate draft policy and procedures for comment to Deans, Vice Presidents and Vice Provost and ask them to share with departments and incorporate or address feedback
   - Submit proposed policy to Director of Compliance with signed Responsible Official memo and Policy Tracking Sheet (found in Policy 101)

3. **Preparation for President's signature and posting**
   - The Director of Compliance will perform the following
     - Review draft for clarity, and consistency with Policy 101
     - Submit concurrently to the Office of General Counsel (OGC) and the Executive Compliance Committee for review and comments and will follow up with Responsible Official to convey any feedback and resolve any recommended substantive changes.
     - Provide to President for final signature
     - And following the President's signature, the Director of Compliance will post to the university policy website, and send the signed copy to OGC for filing
   - The Responsible official (and functional office) will then perform the following
     - Send an email to "All Depts" once posted , and send additional or targeted communications as appropriate (an "All Depts" should be thought of as the minimum in this context, not necessarily the best or only way to communicate about policy)
     - Ensure that departmental webpages are updated, and that any links to university policies link directly to the university policy page (to avoid having outdated or inaccurate information).
     - Issue and communicate procedures and training as appropriate.