Policy Development Process Guide

1. Identify Issues

- Is there a new process?
- Is there an existing process that is undocumented?
- Is there a compliance issue related to governmental laws/rules/regulations?

2. Assemble a Policy Team and Appoint Policy Owner

- Who are the experts on this topic?
- Consider asking someone who will use or be affected by the policy.

3. Complete a Policy Concept and Submit Form

- Research and identify existing related policies.
- Does the proposed policy:
  - Comply with governmental laws, rules, regulations?
  - Impact union contracts?
- Identify units and stakeholder groups policy will affect.
- What will be the impact of the policy on those affected?
- What will be needed to implement the policy?
- Complete *Policy Concept Form* found in the Policy Library.

4. Approval of Policy Concept Form

- Submit Policy Concept Formto relevant vice provost, vice president, or senior vice provost.
- Once approved by above, submit to Office of the Senior Vice President and Provost for review and approval.
- Policy Library Program Manager will inform you of approval or nonapproval of Concept.
- Policy Library Program Manager will inform relevant personnel of policy development.

5. Policy Development

- Policy owner informs Policy Library program manager of proposed completion date.
- Complete draft of policy. Follow directions stated in *Policy Statements: Development and Management* and use *Policy Development Form* found in Policy Library.

6. Approval of Policy Draft

- Submit draft to relevant vice provost, vice president, or senior vice provost.
- Once approved by above, submit to Policy Library's program manager for review for clarity and format.
- Program Manager will manage policy through approval loop. See *Policy Statements: Develop and Management* for approval process.

7. Posting of Policy

- Final approved draft sent to Policy Library program manager.
- Number assigned to Policy.
- Policy posted to Policy Library.
- Policy placed on policy review schedule, listing next review date.

8. Notification of Policy

- Policy Library program manager will notify relevant personnel as noted in *Policy Statements: Develop and Management*.

9. Policy Maintenance

- Policy owner will conduct periodic reviews of policy to ensure policy is up to date and still relevant.
- Policy owner to conduct review at least once every five years.
- Policy owner will inform Policy Library program manager of date policy review conducted.
- Policy Library program manager informs policy owner three months prior to scheduled review date.

<Back to Policy Library>