

POLICY DEVELOPMENT/REVIEW PROCESS
Stakeholder Review Plan - Academic Affairs

1

The Executive Assistant to the Provost receives the policy to be reviewed from the Policy Coordinator
OR
The Division of Academic Affairs recommends a policy to be created/reviewed
OR
The Executive Assistant to the Provost receives the policy to be reviewed from another University Division

2

The Executive Assistant contacts the Deans' Council to review the policy

3

The Deans' Council will make any comments or revisions and forward the policy to Chairs' Council (when deemed appropriate) for their consideration.

4

The Deans' Council and Chairs' Council will work collaboratively until the policy is agreed to in principle, then forward the policy to the Provost and Executive Vice President for Academic Affairs for review.

5

The Executive Assistant will send the proposed policy with tracked changes and the Policy Summary Form to the Policy Coordinator

6

The Policy Coordinator will provide the proposed policy to the Chair of the Faculty Senate for feedback.

7

The Faculty Senate will solicit advisory input from members and work with Deans' Council and/or Chairs' Council as necessary over a period not to exceed 60 calendar days and provide such input to the Policy Coordinator. The Policy Coordinator will provide the advisory input to the Provost and Executive Vice President for Academic Affairs.

8

The Provost and Executive Vice President for Academic Affairs will review the submitted advisory input, confer with Deans' Council and/or Chairs' Council in his/her discretion, make any additional revisions necessary based on that input, and submit the proposed final policy to the HOP Committee.

9

The HOP Committee will review the proposed policy. The Committee may comment and refer the policy back to the Provost and Executive Vice President for Academic Affairs for further review. A majority of the HOP Committee must approve the proposed policy before it may be advanced in the approval process.

10

The Policy Coordinator will submit the proposed policy to the Vice President and General Counsel for approval. The Vice President and General Counsel may comment and refer the policy back to the HOP Committee or Responsible Executive. If approved, the policy will be forwarded to the President for approval.

11

The President may comment and refer the policy back to the HOP Committee or Responsible Executive. If approved, the policy will be forwarded to the Policy Coordinator.

12

The Policy Coordinator will publish to the HOP website and notify the campus community.