POLICY DEVELOPMENT/REVIEW PROCESS
Stakeholder Review Plan - Enrollment Management

1

The Executive Assistant to the VPEM receives the policy to be reviewed from the Policy Coordinator
OR
The Division of Enrollment Management recommends a policy to be created/reviewed
OR
The Executive Assistant to the VPEM receives the policy to be reviewed from another University Division

2

The Executive Assistant contacts the Policy Lead(s)/staff members responsible for implementation of the policy for their review and revisions, if any.

3

The Policy Lead(s) will review and provide a draft of the policy with tracked changes to the Executive Assistant.

4

The VPEM will review the revisions, comment as needed, and then approve the policy.
Any comments, questions, or substantive changes will be referred back to the Policy Lead for further review.

5

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

6

If an Educational Policy, the Policy Coordinator will forward the policy to the Chair of the Faculty Senate.

If a Non-Educational Policy, the Policy Coordinator will forward the policy to the Chairs of Staff Council and the Faculty Senate.

7A

Educational Policy: The Faculty Senate will solicit advisory input from members 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 VPEM .

7B

Non-Educational Policy:The Chairs of Staff Council and Faculty Senate will solicit advisory input from members over a period not to exceed 30 calendar days and provide such input to the Policy Coordinator. The Policy Coordinator will provide the advisory input to the VPEM.

8

The VPEM will review the submitted advisory input, 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 VPEM 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.