POLICY DEVELOPMENT/REVIEW PROCESS

Stakeholder Review Plan - Enrollment Management Educational Policy

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.

2A

The Policy Coordinator 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/or make additional changes. Any comments, questions, or substantive changes will be referred back to the Policy Lead for further review.

If approved, the VPEM will provide the policy to the Policy Coordinator.

2B

The Policy Coordinator further distributes the policy to the Dean's Council, Chairs' Council, Faculty Senate, and Staff Council for a review period not to exceed 60 calendar days. All comments and suggested changes will be provided to the Policy Coordinator.

5

The Policy Coordinator will provide all suggested revisions to the policy from Dean's Council, Chairs' Council, Faculty Senate, and VPEM to the Academic Affairs HOP Committee (AAHC). The AAHC will include representation from Enrollment Management.

6

The AAHC will send the proposed policy with tracked changes and the Policy Summary Form to the Policy Coordinator.

7

The Policy Coordinator will provide the proposed policy with tracked changes and the Policy Summary Form to the VPEM for review. 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 Policy Coordinator. The Deans' Council, Chairs' Council, Faculty Senate, and Staff Council will receive a copy of the proposed policy edits and may request a discussion and/or clarification of the changes.

8

The Policy Coordinator will submit the proposed revised 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.

POLICY DEVELOPMENT/REVIEW PROCESS

Stakeholder Review Plan - Enrollment Management

Non-Educational Policy

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/or make additional changes. Any comments, questions, or substantive changes will be referred back to the Policy Lead for further review.

If approved, the VPEM will provide the policy to the Executive Assistant.

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 make available the proposed revised policy for public comment for 30 calendar days.

The Policy Coordinator will specifically notify the Faculty Senate and Staff Council of its availability.

7

The Policy Coordinator will submit all comments to the proposed revised policy to the VPEM.

8

The VPEM will review the submitted comments, 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.