

POLICY DEVELOPMENT/REVIEW PROCESS

Stakeholder Review Plan - Finance and Administration

Educational Policy

1

The Executive Assistant to the VPFA receives the policy to be reviewed from the Policy Coordinator
OR
The Division of Finance and Administration recommends a policy to be created/reviewed
OR
The Executive Assistant to the VPFA receives the policy to be reviewed from another University Division.

2A

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

3

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

4

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

Once complete, the VPFA will forward 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, and Faculty Senate to the Academic Affairs HOP Committee (AAHC). The AAHC will include the Policy Lead and other representation from Staff Council and Finance and Administration as appropriate.

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 VPFA for review. The VPFA 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 VPFA 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.

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Non-Educational Policy

