POLICY DEVELOPMENT/REVIEW PROCESS

Stakeholder Review Plan

1

Executive Administrative Officer receives the policy to be reviewed from the Policy Coordinator, recommends a policy to be created/reviewed, or receives the policy to be reviewed from another University Division

2

Executive Administrative Officer contacts the Policy Lead(s)/Divisional HOP Committee for their review and revisions, if any.

3

The Policy Lead(s)/Divisional HOP Committee will review and provide a draft of the policy with tracked changes to the Executive Administrative Officer.

4

Executive Administrative Officer 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(s)/ Divisional HOP Committee for further review.

5

Executive Administrative Officer will send the proposed policy with tracked changes and the Policy Summary Form to the Policy Coordinator.

The Policy Coordinator will submit the proposed policy to the HOP Committee.

6

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

7

The proposed policy will be posted for review and comment by the university community for a minimum of ten business days.

8

Executive Administrative Officer 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.

9

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 Executive Administrative Officer. Once approved, the policy will be forwarded to the President for approval.

10

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

11

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