

**PROCEDURE**

Effective Date: May 3, 2007, Approved: President Morse

Revised: November 13, 2009

Approved By: President Shepard

Authority:

Cancels:

See Also: [POL-U1000.10 Developing and Maintaining University Policies](#)**PRO-U1000.10A DEVELOPING AND APPROVING UNIVERSITY POLICIES*****This procedure applies to all university divisions for the development of university-wide policies.***Action by:Action:Responsible Officer  
(or designee)1. **Develops** Policy Impact Statement and **submits** it to the University Policy Coordinator.

University Policy Coordinator

2. **Records** submission and **forwards** proposal to President's Cabinet

President's Cabinet

3. **Reviews** form, and upon approval, **submits** approval to University Policy Coordinator to forward to Responsible Officer.

University Policy Coordinator

4. **Receives** approved form, **notes** approval, **assigns** policy number and **forwards** to Responsible Officer.Responsible Officer  
(or designee)5. **Develops** first draft of policy, **solicits** input from appropriate stakeholders.6. **Designates** representative(s) to Technical Review Committee and **submits** policy draft to University Policy Coordinator for consideration of Technical Review Committee.

## PROCEDURE

Action by:

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| Technical Review Committee           | 7. <b>Reviews</b> for legal compliance and form, <b>recommends</b> amendments as necessary, and <b>returns</b> draft to Responsible Officer.  |
| Responsible Officer<br>(or designee) | 8. <b>Submits</b> draft to stakeholders for review, <b>incorporates</b> appropriate recommendations into subsequent draft(s), and <b>submits</b> completed draft to University Policy Coordinator.  |
| University Policy Coordinator        | 9. <b>Posts</b> draft policy for a 30-day comment period to university policy web site and <b>provides</b> notice requesting comments and suggestions to current university publications, President's Cabinet, Deans, Directors and primary assistants. |
|                                      | 10. <b>Submits</b> all comments received to Responsible Officer for review and development of final draft.  |
| Responsible Officer<br>(or designee) | 11. <b>Develops</b> final draft, considering comments received and in consultation with Technical Review Committee.   |
| University Policy Coordinator        | 12. <b>Receives</b> final draft of policy and <b>submits</b> it to President's Cabinet  |
| President's Cabinet                  | 13. <b>Considers</b> final draft and <b>recommends</b> approval to the President <b>or remands</b> to the Responsible Officer for further consideration.  |
| President                            | 14. <b>Considers</b> recommendation.  |
|                                      | 14a. If gives final approval, <b>submits</b> policy to University Policy Coordinator for publication.   |
|                                      | 14b. If not approved, <b>remands</b> to Responsible Officer for revision, with notice to the President's Cabinet.   |

**PROCEDURE**Action by:Action:

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|                                      | 15. | If policy <b>requires</b> approval of the Board of Trustees, <b>submits</b> policy to the next regular Board meeting, <b>notifies</b> University Policy Coordinator when policy is approved.   |
| University Policy Coordinator        | 16. | <b>Notifies</b> Responsible Officer of approval.   |
|                                      | 17. | <b>Publishes</b> policy on the university's policy web site.   |
| Responsible Officer<br>(or designee) | 18. | <b>Notifies</b> affected employees and departments of the policy in a timely manner, using the following methods, including but not limited to, <i>Western Today</i> , division's policy web site, official university manuals or handbooks. |