

PROCEDURE

Effective Date: May 3, 2007

Approved By: President Morse

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 Executive Policy Group.

Executive Policy Group

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.

Technical Review Committee

7. **Reviews** for legal compliance and form, **recommends** amendments as necessary, and **returns** draft to Responsible Officer.

PROCEDURE

Action by:

Action:

Responsible Officer
(or designee)

8. **Submits** draft to stakeholders for review, **incorporates** appropriate recommendations into subsequent draft(s), and **submits** completed draft to University Policy Coordinator.

University Policy Coordinator

9. **Posts** draft policy for a 30-day comment period to university policy web site and **provides** notice requesting comments and suggestions to *FAST* (faculty and staff newsletter), *Western Front*, President's Council, Deans, president's of Associated Students, Faculty Senate, Professional Staff Organization, Staff Employees' Council, and Unions.
10. **Submits** all comments received to Responsible Officer for review and development of final draft.

Responsible Officer
(or designee)

11. **Develops** final draft, considering comments received and in consultation with Technical Review Committee.

University Policy Coordinator

12. **Receives** final draft of policy and **submits** it to the Executive Policy Group.

Executive Policy Group

13. **Considers** final draft and **recommends** approval to the President **or remands** to the Responsible Officer for further consideration.

President

14. **Considers** recommendation.
- 14a. If gives final approval, **submits** policy to University Policy Coordinator for publication.
- 14b. If not approved, **remands** to Responsible Officer for revision, with notice to the Executive Policy Group.
15. If policy **requires** approval of the Board of Trustees, **submits** policy to the next regular Board meeting, **notifies** University Policy Coordinator when policy is approved.

PROCEDUREAction by:Action:

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| University Policy Coordinator | 16. Notifies Responsible Officer of approval. |
| | 17. Publishes policy on the university's policy web site. |
| Responsible Officer
(or designee) | 18. Notifies affected employees and departments of the policy in a timely manner, using the following methods, including but not limited to, <i>FAST</i> , division's policy web site, official university manuals or handbooks. |