**Initiate**

1. **Assess** need
2. **Consider** substantive requirements, analyze impact on university stakeholders and consider other policies
3. **Acquire** approval to draft policy
   - Cabinet member for Administrative policy
   - President (or designee) for BOV policy
4. **Designate** individual policy owner to draft policy in consultation with stakeholders and subject matter experts and to communicate with ICO
5. **Contact** University Counsel as needed for legal advice regarding need, scope and substantive requirements

**Develop & Approve**

6. **Submit** draft policy and Executive Summary of Proposed Policy to ICO
   - Use Policy Template
   - Use Executive Summary of Proposed Policy Template
7. **ICO review**
   - Ensures compliance with Creating and Maintaining Policies and Procedures policy, readability, consistency with other policies, proper format, use of templates, and conformity with Policy & Procedures Writing Guide
   - Identifies any additional stakeholders/ recommend collaboration
8. **Submit** draft policy and Executive Summary of Proposed Policy to University Counsel for legal review; revise as necessary
9. **Post** for 10-business-day public comment period and communicate comment period to appropriate stakeholders; inform agenda scheduler for University Council meetings
10. **Consider** comments and revise as appropriate
11. **Submit** draft policy and Executive Summary of Proposed Policy to University Council for review; revise as necessary
12. **Submit** draft policy and Executive Summary of Proposed Policy for approval
   - Cabinet for Administrative policy
   - Cabinet and BOV for BOV policy

**Implement**

13. **Submit** approved policy to ICO for posting in Policy Library
14. **Communicate**, educate and train appropriate audiences on policy content
15. **Enforce** policy

**Evaluate**

16. **Evaluate** effectiveness
17. **Monitor** compliance
18. **Review** per review schedule
   - At least every 3 years
   - No revisions necessary - notify ICO
   - Minor revisions (no changes to scope, requirements or responsibilities) - send to ICO for review and posting in Policy Library
   - Substantive revisions (alters scope, requirements or responsibilities) - follow steps 6 through 13
   - Consider retirement
     - Cabinet approves retirement of Administrative policy
     - Cabinet and BOV approve retirement of BOV policy

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**Policy Lifecycle: Administrative and BOV Policies**

Revised: 09/06/2016
1. Applies to BOV and Administrative policies
   - New policies
   - Substantive revisions
2. Assess need for interim status
   - Used sparingly
   - Urgent need
3. Consider substantive requirements, analyze impact on university stakeholders and consider other policies
4. Acquire approval to draft policy
   - Cabinet member for Administrative policy
   - President (or designee) for BOV policy
5. Designate individual policy owner to draft policy in consultation with stakeholders and subject matter experts and to communicate with ICO
6. Contact University Counsel as needed for legal advice regarding need, scope and substantive requirements
7. Determine effective term not to exceed 1 year
8. Submit draft policy and Executive Summary of Proposed Policy to ICO
   - Use Policy Template
   - Use Executive Summary of Proposed Policy Template
9. ICO review
   - Ensures compliance with Creating and Maintaining Policies and Procedures policy, readability, consistency with other policies, proper format, use of templates, and conformity with Policy & Procedures Writing Guide
   - Identifies any additional stakeholders/recommend collaboration
10. Submit draft policy and Executive Summary of Proposed Policy to University Counsel for legal review; revise as necessary
11. Submit draft policy and Executive Summary of Proposed Policy to President’s Cabinet for approval
   - Effective for 1 year
   - Cabinet can extend 1 year effective term to gain final approval
12. Submit interim-approved policy to ICO for posting in Policy Library
13. Communicate, educate and train appropriate audiences on policy content
14. Enforce policy
15. Within effective term, follow Creating and Maintaining Policies and Procedures policy to gain final approval of policy
16. Evaluate effectiveness
17. Monitor compliance
1. **Assess** need

2. **Consider** substantive requirements, analyze impact on university stakeholders and consider other policies

3. **Designate** individual policy owner to draft policy in consultation with stakeholders and subject matter experts

4. **Contact** University Counsel as needed for legal advice regarding need, scope and substantive requirements

5. **Draft** policy with input from subject matter experts

6. **Must** not conflict with any BOV or Administrative policies – conflicting provisions have no effect

7. **Consult** with ICO as appropriate

8. **Recommend** acquiring approval from President’s Cabinet member (or designee) with appropriate oversight

9. **Communicate**, educate and train appropriate audiences on policy content

10. **Enforce** policy

11. **Evaluate** effectiveness

12. **Monitor** compliance

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**Policy Lifecycle: Local Policies**

Revised: 09/06/2016