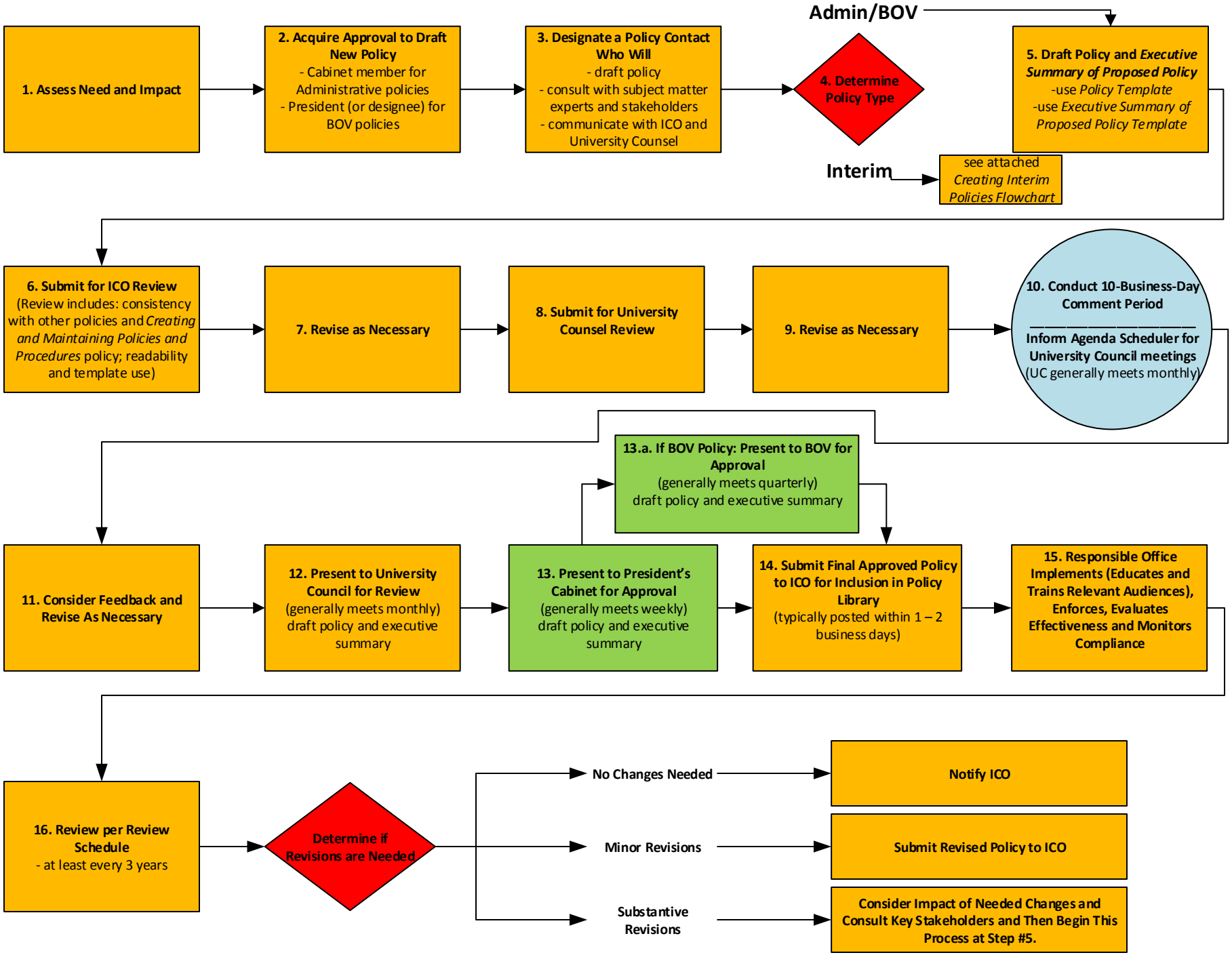
Creating and Maintaining Administrative and BOV Policies Flowchart

Revised: 09/06/2016



Creating Interim Policies Flowchart

Revised: 09/06/2016

1. Assess Need and Impact
(Interim status is used sparingly in cases of urgent need, such as to meet immediate accreditation standards or to comply with immediate legal, regulatory or other remedial measures.)

2. Acquire Approval to Draft New Policy
- Cabinet member for Admin. policies
- President (or designee) for BOV policies

3. Designate a Policy Contact Who Will
- draft policy
- consult with subject matter experts and stakeholders
- communicate with ICO and University Counsel

5. Draft Policy and *Executive Summary of Proposed Policy*
-use *Policy Template*
-use *Executive Summary of Proposed Policy Template*

6. Submit for ICO Review
(Review includes: consistency with other policies and *Creating and Maintaining Policies and Procedures* policy; readability and template use)

7. Revise as Necessary

8. Submit for University Counsel Review

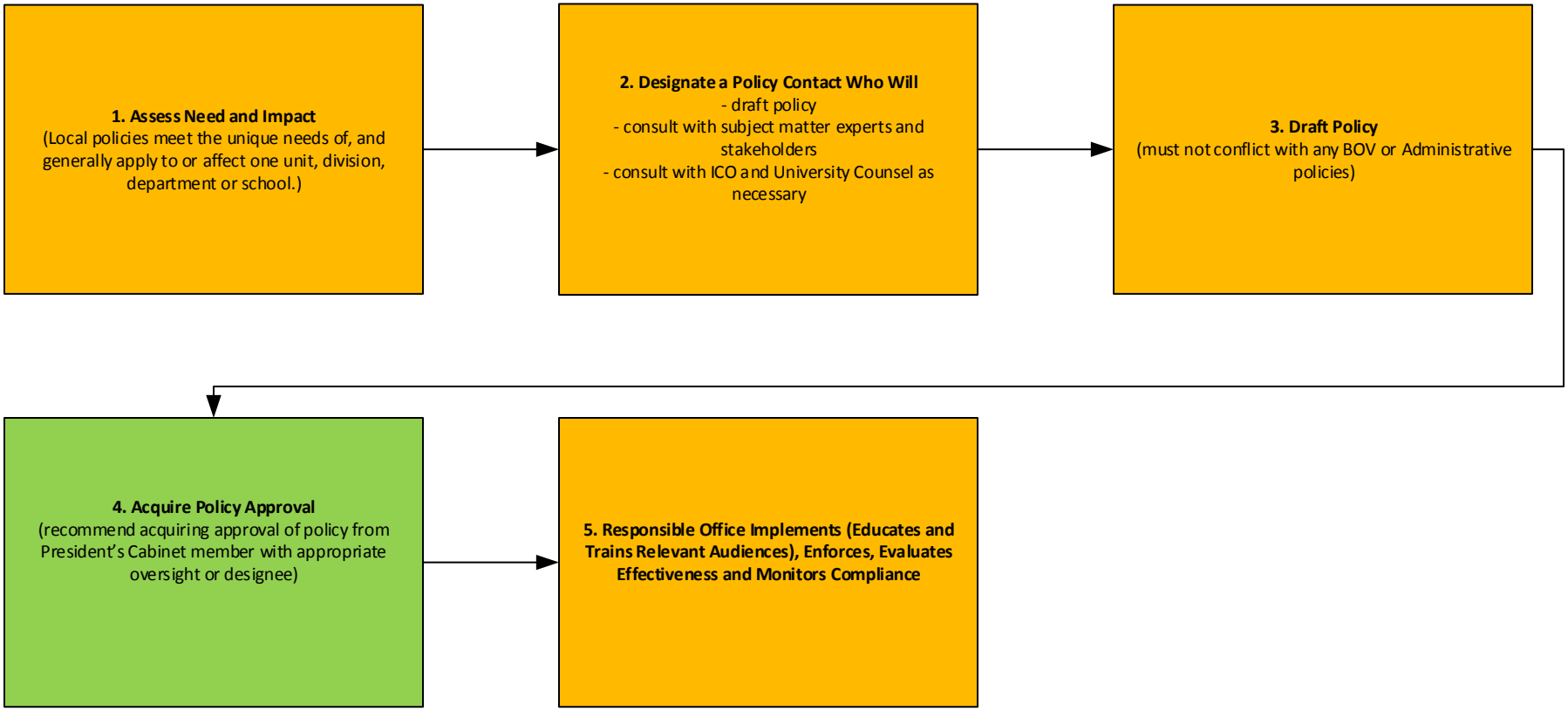
9. Revise as Necessary

10. Present to President's Cabinet for Approval
(generally meets weekly)
- draft policy and executive summary
- effective for 1 year unless extended by Cabinet

11. Submit Interim-Approved Policy to ICO for Inclusion in Policy Library
(typically posted within 1 – 2 business days)

12. Responsible Office Implements (Educates and Trains Relevant Audiences), Enforces, Evaluates Effectiveness and Monitors Compliance

13. Within the Interim Year, Complete the Full Governance Pathway Inclusive of the Comment Period and University Council Review
(Begin at Step #10 on the attached *Creating and Maintaining Administrative and BOV Policies Flowchart.*)

Creating and Maintaining Local Policies Flowchart

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