Creating and Maintaining Administrative and BOV Policies Flowchart

1. Assess Need and Impact
   - Cabinet member for Administrative policies
   - President (or designee) for BOV policies

2. Acquire Approval to Draft New Policy
   - Cabinet member for Administrative 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

4. Determine Policy Type
   - See attached 'Creating Interim Policies Flowchart'

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. Conduct 10-Business-Day Comment Period
    Inform Agenda Scheduler for University Council meetings (UC generally meets monthly)

11. Consider Feedback and Revise As Necessary

12. Present to University Council for Review
    (generally meets monthly)
    Draft policy and executive summary

13. Present to President’s Cabinet for Approval
    (generally meets weekly)
    Draft policy and executive summary

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

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

16. Review per Review Schedule
    - At least every 3 years

Determine if Revisions are Needed

- No Changes Needed
- Minor Revisions
- Substantive Revisions

Notify ICO

Submit Revised Policy to ICO

Consider Impact of Needed Changes and Consult Key Stakeholders and Then Begin This Process at Step #5.

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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

4. Draft Policy and Executive Summary of Proposed Policy
- Use Policy Template
- Use Executive Summary of Proposed Policy Template

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

6. Revise as Necessary

7. Revise as Necessary

8. Submit for University Counsel Review

9. Submit for University Counsel Review

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)
1. Assess Need and Impact
   (Local policies meet the unique needs of, and generally apply to or affect one unit, division, department or school.)

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

3. Draft Policy
   (must not conflict with any BOV or Administrative policies)

4. Acquire Policy Approval
   (recommend acquiring approval of policy from President’s Cabinet member with appropriate oversight or designee)

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