Policy Lifecycle: Interim Policies

Initiate

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

Develop & Approve

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

Implement

16. Evaluate effectiveness

17. Monitor compliance

Evaluate

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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**

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