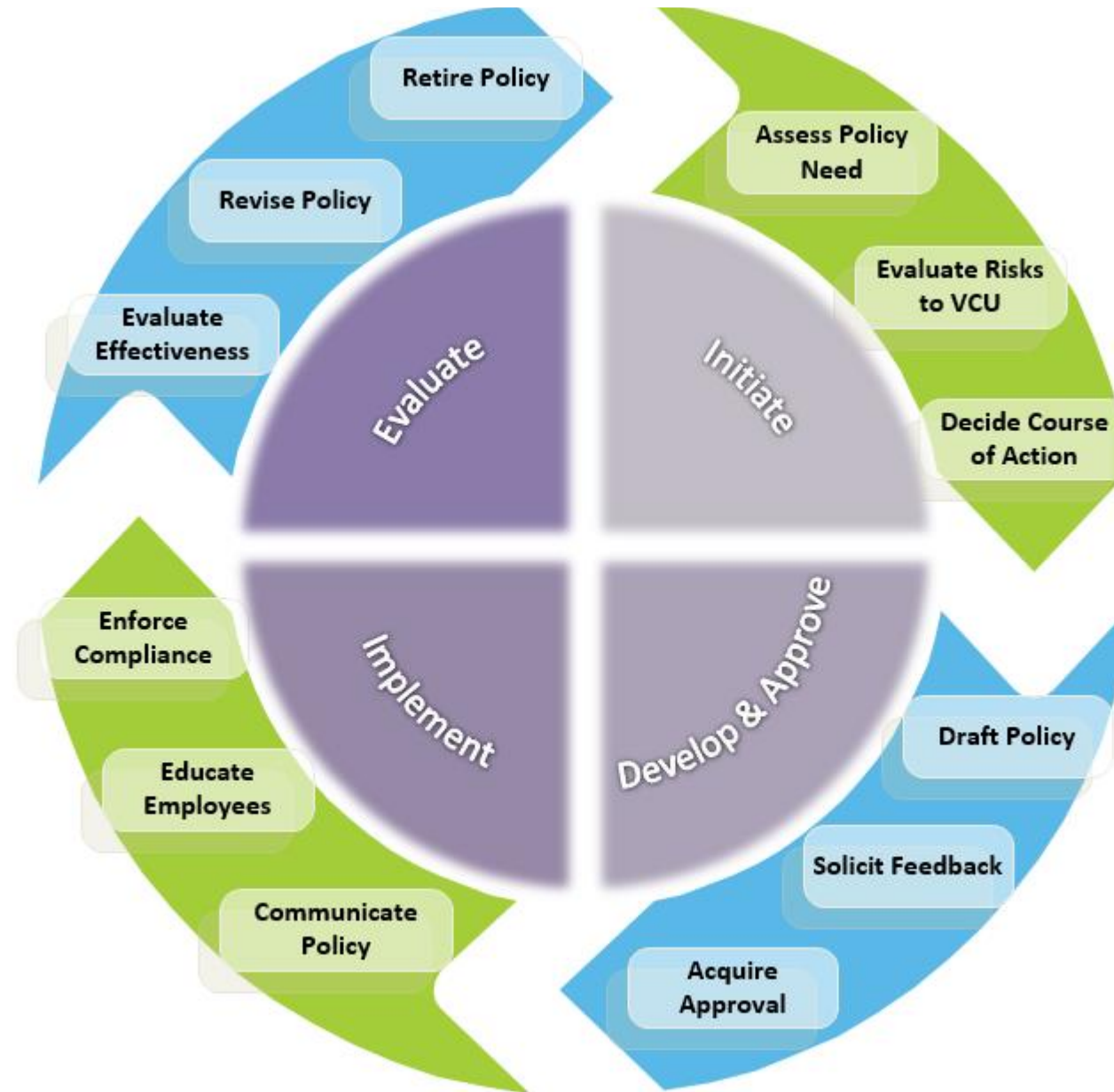




# Policy Cycle





**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

**Implement**

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

**Evaluate**

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



### 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

### Implement

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

### Evaluate

16. **Evaluate** effectiveness
17. **Monitor** compliance