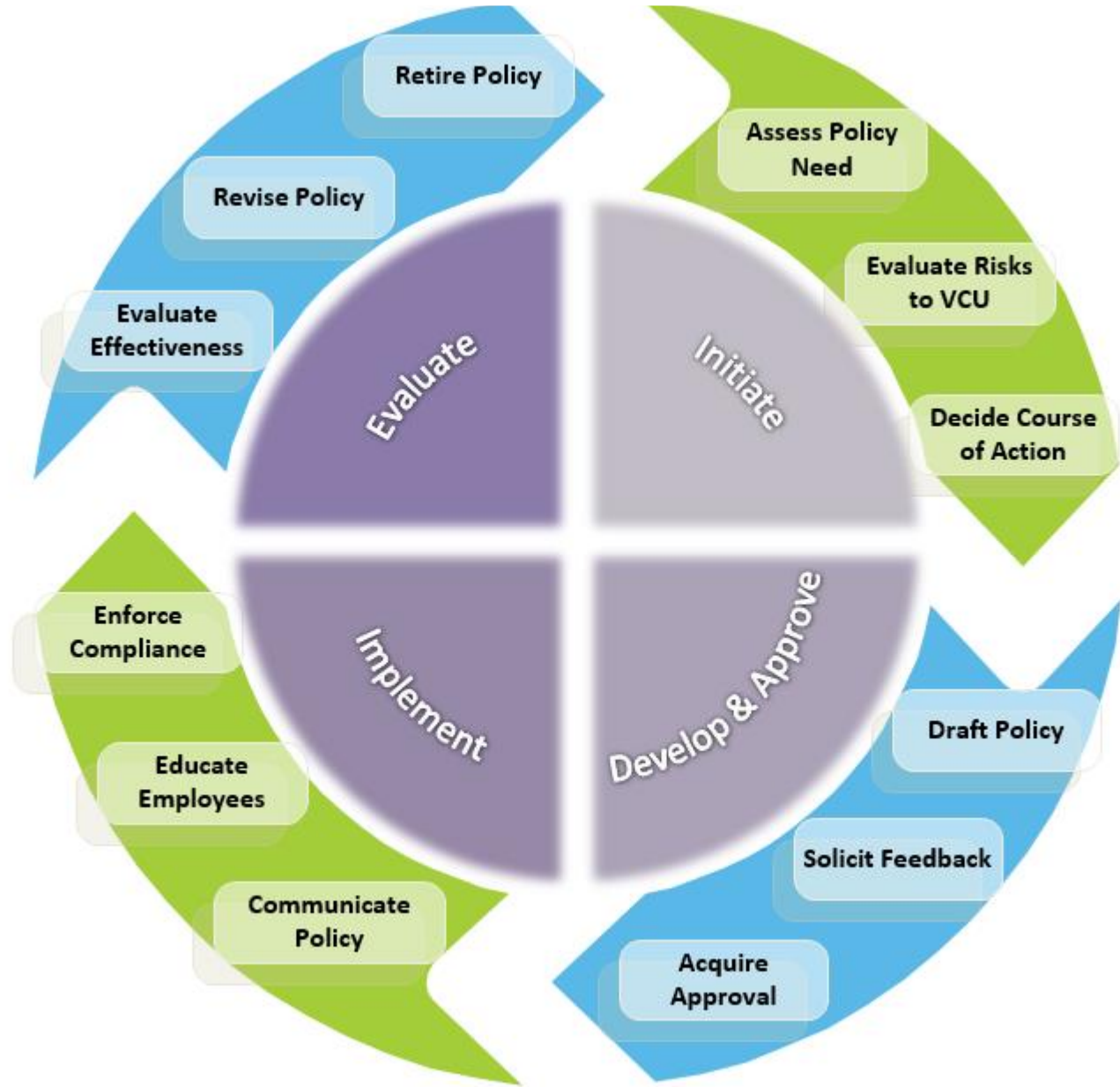




Policy Cycle





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



Initiate

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



Develop & Approve

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



Implement

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



Evaluate

11. **Evaluate** effectiveness
12. **Monitor** compliance