

PROCESS FOR CREATING & REVISING* CAMPUS POLICIES & PROCEDURES

DEVELOPMENT

STATEMENT OF NEED & IMPACT

- Upon identifying a need for a new policy/procedure or policy/procedure revision, the Responsible Official (RO) prepares the Statement of Need and Impact and submits it to the Campus Policy Office



POLICY DRAFTING

- Policies/procedures shall be prepared in accordance with the approved templates for GE0001.
- The RO may assign the drafting of the policy/procedure to one or more subject matter experts.
- After drafting the policy/procedure, the RO will submit the draft policy/procedure to the Campus Policy Office for review.



CAMPUS REVIEW OF POLICY

- After the Campus Policy Office and RO have reviewed and incorporated comments, the Campus Policy Office shall submit the policy/procedure draft and Statement of Need and Impact to the Chancellor's Cabinet.
- The RO shall consider comments by the Chancellor's Cabinet and, in consultation with the Campus Policy Office, determine whether revisions to the policy/procedure draft are needed.



UNIVERSITY POLICY OFFICE REVIEW

- The Campus Policy Office shall submit the policy/procedure draft and Statement of Need to the University Policy Office for compliance review when the subject matter relates to an existing University policy or policy area (Fiscal, Human Resources, Information Technology, Research, and Safety).



FINAL VERSION OF POLICY

- The Campus Policy Office, in consultation with the RO, shall prepare a final version of the policy, incorporating any necessary revisions based on comments by the Chancellor's Cabinet.
- The Policy Office shall then submit the final version to the Chancellor's Cabinet for approval. The Policy Office should obtain and maintain documentation of the approval.



COMMUNICATION & TRAINING

- The Campus Policy Office shall have the policy posted on the system-wide website.
- The RO shall carry out the communication plan approved by the Chancellor's Cabinet.
- The RO shall determine whether certain groups need special communication.
- The RO shall determine whether certain groups of employees need training and implement any necessary training.

REVIEW

IMPLEMENTATION

**This process only applies to revisions that are more than an update or technical revision.*