University Policy Development Process

(Full details are provided in the Procedure for Creating and Revising University Policies)

**Identify Need**
- If a member the university community believes a new university policy should be created or a current university policy should be modified, they should notify the responsible unit to discuss
- Policy Sponsors and responsible units should engage with elected faculty representatives and shared governance groups to discuss their policy ideas and solicit their feedback

**Policy Development**
- Policy Sponsors, the Policy Analyst, the Compliance Office, and the Office of the General Counsel (OGC) develop the policy
- Refer to the Policy Style Guide for style and writing guidelines
- Use the required Policy Template
- Complete and submit the University Policy Impact and Tracking Statement

**Notify Leadership**
- Once the final draft version is confirmed by the Policy Sponsor, leaders of shared governance groups of elected faculty representatives, other shared governance groups, and senior leaders are notified of the new or revised policy that will be advancing for review

**Obtain Approval for Open Feedback Period**
- The Policy Analyst brings the policy to the General Counsel (GC). The GC brings the policy to the President and senior leaders for review
- If the President approves, the Policy is posted for open feedback period

**Gather Feedback**
- The Policy is posted for open feedback period
- Feedback is collected for a period of 30 calendar days
- Comments are sent to the Policy Sponsor, assigned attorney, and GC for review and discussion about whether to make revisions

**Obtain Final Approval**
- GC brings the policy with any revisions to the President
- The President will consult with GC and determine whether to approve final Policy or take another course (revise and re-post, forego revision, etc.)

**Post Policy**
- Following President approval, the approved Policy is published in UAnnounce and posted on the University Policies website