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

- Responsible units should engage with elected faculty representatives and shared governance groups to discuss their policy ideas and feedback

Designate a Policy Sponsor

- All university policies must have a policy sponsor
- A policy sponsor is the administrator or compliance professional who oversees the unit responsible for the policy

Draft Policy Language

- Policy sponsors consult with Office of the General Counsel (OGC) to ensure the proposed new or revised policy comports with university and ABOR policies, laws or other regulations
- Refer to the **Policy Style Guide** for style and writing guidelines, and explanations for each of the policy sections
- Use the university **Policy Template** to draft a new policy or revise a current policy
- Complete and submit the **University Policy Impact and Tracking Statement**

Conceptual Review

- The policy documents are submitted to the Executive Office of the President
- The president determines if the new or revised policy will move forward

Notify Leadership

- Following conceptual review, the Senior Leadership Team (SLT) is notified of the policy

- Leaders of shared governance groups of elected faculty representatives and other shared governance groups are notified of the policy

Gather Feedback

- Feedback is collected for a period of 30 calendar days

  - The university community is notified via UAnnounce and are invited to submit comments

  - The new or revised policy is posted on the University Policies website for review

Consider Revisions Based on Feedback

- Feedback is compiled and provided to the policy sponsor for review and consideration
- The policy sponsor reviews the feedback with OGC
- If OGC determines significant changes to the policy language are warranted, the revised policy will be republished for an additional 30-day feedback period

Endorsement and Approval

- The new or revised policy is submitted for endorsement and approval by the president
- Upon approval, the university community is notified via UAnnounce and the approved policy is published on the University Policies website