

Policy Development Process

Initiation – 1 Week

- Policy Development Initiation, 1 Week
 - **Originator** – Submits Intake Form
 - **Vice President / Provost** – Approves Policy Initiation
 - **Policy Coordinator** – Creates Microsoft Team Site

Drafting – 8 Weeks

- Initial Draft, 6 Weeks
 - **Originator** – Completes Content Research, Outline, & Draft
 - **Policy Coordinator** – Completes Grammar, Structure, & Formatting
- Initial Stakeholder Feedback, 2 Weeks
 - **Originator** – Shares Draft with Stakeholders & Sets Feedback Deadline
 - **Originator** – Integrates Stakeholder Feedback

First Review – 9-12 Weeks

- Equity and Inclusivity Review (If applicable), 3 Weeks
 - **Originator** – Shares Draft & Sets Feedback Deadline
 - **Originator** – Integrates Equity and Inclusivity Feedback
- First Legal Review, 1 Week
 - **Policy Coordinator** – Shares Draft with Legal & Sets Memo Deadline
- First Cabinet Review, 4 Weeks
 - **Policy Coordinator** – Shares Draft & Legal Memo with VP/Provost
 - **Vice President / Provost** – Schedules Presentation, Presents, & Collects Feedback
 - **Originator** – Integrates Cabinet Feedback
 - **President's Office** – Receives Cabinet Approval for Public Comment
- 15-day Comment Period, 4 Weeks
 - **Policy Coordinator** – Publishes to SharePoint
 - **Risk Director** – Notifies & Solicits Comments from AllSub Email
 - **Policy Coordinator** – Removes from SharePoint & Distributes Comments
 - **Originator** – Updates Draft & completes Written Responses to Comments

Second Review – 7 Weeks

- Second Stakeholder Review, 2 Weeks
 - **Originator** – Shares Draft with Stakeholders & Sets Feedback Deadline
 - **Originator** – Integrates Stakeholder Feedback
- Second Legal Review, 1 Week
 - **Policy Coordinator** – Shares Draft with Legal & Sets Memo Deadline
- Second Cabinet Review, 4 Weeks
 - **Policy Coordinator** – Shares Draft & Legal Memo with VP/Provost
 - **Vice President / Provost** – Schedules Presentation, Presents, & Collects Feedback
 - **President's Office** – Receives Cabinet Approval: Publication / Board of Trustees

Board of Trustees Review (If Applicable) – 8 Weeks

- Board of Trustees Presentation (requires two meetings)
 - **Policy Coordinator** – Shares Final Draft with VP/Provost
 - **Vice President / Provost** – Schedules Board Presentation, Presents, & Collects Feedback
 - **Board President's Office** – Receives Board Approval for Publication

Close-Out Project – 1 Week

- Publish Policy, 1 Week
 - **Policy Coordinator** – Publishes Policy & Comments to Website
 - **Risk Director** – Announces New Policy via AllSub Email
 - **Policy Coordinator** – Updates Policy Archive
- Close the Project, 0 Weeks
 - **Policy Coordinator** – Closes-Out Microsoft Team Site
 - **Policy Coordinator** – Schedules Five-Year Review