

# 2022 Policy Process Outline

Last updated: January 25, 2022

New steps are in green

Phase	Stage	Duration	Tasks	Party	Deliverable
Initiation	Policy Development Initiation	1 Week	Policy Development Intake Form <ul style="list-style-type: none"> <li>Identify policy stakeholders</li> <li>Indicate PC's drafting involvement</li> </ul>	OG	Completed intake form
			VP reviews Intake Form submission + approves or denies policy development.	VP	VP approval to initiate Policy Dev.
			PC sets up Microsoft Teams workspace & set work timeline <ul style="list-style-type: none"> <li>Confirm timeline with OG + VP</li> <li>Notify Stakeholders, Legal, EDICT, Cabinet of anticipated timeline</li> </ul>	PC	Microsoft Teams space with: <ul style="list-style-type: none"> <li>task list</li> <li>working + prior drafts</li> <li>templates/ resources</li> <li>deadlines</li> </ul>
Initial Draft	Initial Draft	6 Weeks	Complete content research	OG +/-or PC	Compiled research packet
			Complete policy outline	OG +/-or PC	Policy Outline
			Complete initial draft	OG +/-or PC	Initial policy draft

			Complete grammar, structure, + formatting review	PC	Edited initial policy draft
	<b>Initial Stakeholder Feedback</b>	<b>2 Weeks</b>	Deliver to stakeholders + set feedback meeting +/- or deadline	OG +/- or PC	Feedback meeting/deadline
			Complete feedback meetings / submit feedback	OG +/- or PC Stakeholder	Stakeholder feedback on 1st draft
			Integrate stakeholder feedback	OG +/- or PC	Revised initial draft
<b>First Review</b>	<b>1st Draft</b>		Complete 1st draft - Approved by VP	OG +/- or PC	1st Draft
	<b>* Equity and Inclusivity Review</b>	<b>3 Weeks</b>	Deliver to Equity and Inclusivity + set feedback deadline	OG	Feedback deadline
			Submit feedback	Equity and Inclusivity	Equity and Inclusivity feedback
			Integrate stakeholder feedback	OG +/- or PC	Revised 1st draft
	<b>1st Legal Review &amp; Memo</b>	<b>1 Week</b>	Deliver to Legal + set memo deadline	PC	Legal memo deadline
			Complete 1st legal memo	Legal	1st legal memo
	<b>1st Draft Presented to Cabinet</b>	<b>4 Weeks</b>	Deliver 1st draft + legal memo to VP	PC	Revised 1st legal memo
			Schedule presentation to Cabinet	VP	Cabinet presentation date
			Present to Cabinet + gather Cabinet feedback	VP Cabinet	Cabinet feedback
			Integrate Cabinet feedback in 1st draft	OG +/- or PC	Revised 1st draft ready for public comment
			Approve for public comment period, written notice	Cabinet Pres.'s Office	Approval for public comment publication

	<b>15- Day Public Comment Period</b>	<b>3 Weeks</b>	Publish to SharePoint	PC	1st draft posted for comment
			Send AllSub email soliciting comments	Risk Mgmt. Director	AllSub email for comment
			Remove policy from SharePoint after 15 days	PC	
			Collate + distribute public comments to OG + VP	PC	Public Comments
<b>Second Review</b>	<b>2nd Draft</b>	<b>1 Week</b>	Complete written comment responses	OG +/-or VP	Comment Responses
			Complete 2nd draft	OG +/-or VP	2nd Draft
	<b>2nd Stakeholder Review</b>	<b>2 Weeks</b>	Deliver to stakeholders + set feedback meeting +/-or deadline	OG +/-or VP	Feedback meeting/deadline
			Complete feedback meetings / submit feedback	OG +/-or PC Stakeholders	Stakeholder feedback on 2nd draft
			Integrate stakeholder feedback	OG +/-or VP +/-or PC	Revised 2nd draft
	<b>2nd Legal Review &amp; Revised Memo</b>	<b>1 Week</b>	Deliver to Legal for 2nd legal review + set memo deadline	PC	Revised legal memo deadline
			Complete 2nd legal review + revised memo	Legal	Revised legal memo
	<b>2nd Draft Presented to Cabinet</b>	<b>4 Weeks</b>	Deliver revised 2nd draft + revised legal memo to VP	PC	

			Schedule presentation to Cabinet	VP	2nd Cabinet presentation date
			Present to Cabinet + gather Cabinet feedback	VP Cabinet	2nd Cabinet feedback
			Approve for publication/Board review, send written notice	Cabinet Pres. Office	Cabinet Approval for publication/Board review
<b>Final Draft &amp; Publication</b>	<b>Final Draft</b>		Integrate Cabinet feedback in 2nd draft, complete final draft	VP OG PC	Final Draft
	<b>**Presentation to Board of Trustees</b>	<b>8 Weeks</b>	Deliver final draft to VP	PC	
			Schedule Board review	VP	Board review date
			Present to Board + gather Board Feedback	VP Board	Board feedback
			Approve for publication, send written notice	Board Pres. office	Board approval for publication Written notice to PC
	<b>Publication</b>	<b>1 Week</b>	Integrate Board feedback	PC OG VP	Revised Final Draft
			Publish to website	PC	Published policy
			Publish public comment responses to website	PC	Published policy comments

			Send AllSub announcing new policy posted	Risk Mgmt. Dir.	AllSub announcing new policy
			Update policy archive with new policy	PC	Updated policy in Archive
	<b>Schedule Next Review</b>	<b>1 Week</b>	Close out Microsoft Teams Workspace	PC	
			Schedule 5-year review	PC	

## *Parties*

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**OG** Policy Originator

**PC** Policy Coordinator

**VP** Vice President/Provost or Policy Sponsor

**Legal** General Counsel

**Stakeholders** Parties determined by OG + VP as appropriate additional participants in policy development

**Cabinet** The President's Cabinet

**Board** The Board of Trustees

**Risk Mgmt. Dir.** Director of Risk Management

**Pres. Office** The President's Office

