New or Revised Policy Development
Checklist/Guide/Timeline

V.P. Sponsor Name: ________________________________

Originator obtains: Policy & Procedure template/Chapter and Section # from Policy Coordination Committee (PCC), and, if a revision of policy, the official current copy.
Date: ________________

**Step I:** Originator submits **Draft** to V.P. Sponsor
Date: ________________

**Step II:** V.P. Sponsor reviews.
V.P. Sponsor returns to Originator (or)
V.P. Sponsor forwards **Draft** to PCC
with “tracked changes” noted
Date: ________________
V.P. initials: ____________

**Step III:** Within 15 working days, PCC reviews policy in cooperation with Originator and forwards recommended changes to V.P. Sponsor to take to Executive Cabinet.
V.P. Sponsor forwards **Draft** to Executive Cabinet.
Date: ________________
PCC Chair: ____________

**Step IV:** Executive Cabinet reviews **Draft** in the next available meeting. Within 10 working days, V.P. Sponsor makes any revisions, if necessary, and brings back to Executive Cabinet for further review, if necessary, or begins the **45-day institutional review**.

Cabinet Approval Date: ________________
V.P. initials: ____________

**45-day Institutional review of Draft:**
Beginning Date: ________________
Ending Date: ________________

**Step V:** Simultaneous to the 45-day institutional review, President’s Council reviews **Draft** at the next available meeting and provides feedback.

President’s Council Review Date: ________________
V.P. initials: ____________

**Step VI:** If significant changes are made to **Draft** during 45-day institutional review, **Draft** is forwarded to PCC for final review and then VP Sponsor submits to Executive Cabinet for final approval.
If no significant changes are made to **Draft**, **Draft** is forwarded directly to Executive Cabinet for final approval.

Date: ________________
PCC Chair: ____________
Pres. initials: ____________

**Step VII:** President sends Executive Cabinet-approved **Draft** to Board of Trustees for approval.

BOT Approval Date: ________________
Pres. initials: ____________

**Step VIII:** Upon Board of Trustees approval, the Director of Human Resources posts and archives.

Final Posting Date: ________________

SLCC PCC Rev. March 5, 2010