

Expectations for Policy Originators

Policy (uppercase “P”) Development: Policy Originator’s Roles

Phase	Policy Originator Responsibilities
Initiation	Fill out and submit the Policy Development Initiation Form
Drafting	Revise or Draft Policy <ul style="list-style-type: none">• Provide subject content expertise• Gather and integrate stakeholder feedback• Coordinate with Policy Office to finalize policy draft
First Review	Respond to and address any feedback received from: <ul style="list-style-type: none">• Office of General Counsel• Policy Sponsor or Cabinet, or both
Second Review	After the 15-day public comment period closes: <ul style="list-style-type: none">• Review and draft responses to all comments received• Make any needed policy revisions• Coordinate with the Policy Office to finalize the responses and the policy draft within 15-18 calendar days

Policy Originators: Initial Steps

1. Identify stakeholders across the college.

- Think about people or college areas that may be affected by policy changes.
- Reach out and be specific about what you are asking of them, i.e., technical review, support, or committee work.

2. Submit [Policy Development Initiation Form](#)

- Questions to answer on the form:
 - Why is the policy being reviewed (or created)?
 - Who will be part of the drafting and review process?
 - Any laws, regulations, etc. that affect the policy?
 - How much support from the Policy Office would you like?
- Policy Sponsor approves the form, and the Policy Office is notified

3. The [Policy Office](#) will:

- Create a Microsoft Teams Site, upload policy documents, and notify the policy originator.

4. Review policy documents and begin the drafting process.

- Questions to consider:
 - Does the policy accurately describe current processes or requirements?
 - What is working in the existing policy?
 - What is not working, or what is missing from the existing policy?

Policy Drafting Committee: Tips for Policy Originators

- Discuss and decide on an approach for the policy drafting committee.

- Will members meet to review the policy draft together, or will they review it on their own and send in comments?
- Will it be a detailed line-by-line review of the policy draft or a broad overview?
- Who will do most of the drafting? Will it be the Policy Originator, a group effort, or someone else?

- Establish clear expectations for committee members. Think about the following:

- Meeting frequency or time commitment?
- What communication and collaboration tools will be used?
- Will members be expected to gather feedback from others during drafting?
- Will members be involved beyond the drafting phase? Will they be expected to help with educating staff or the college community about the policy changes?
- What actions are expected to support respectful and constructive dialogue?

- Remember to express your gratitude for the committee’s help.