

# Policy Development Process Overview

## Types of Policies

**Policy** (uppercase "P"):

- College-wide
- Follows formal development process
- Uses the standard [SLCC Policy Template](#)
- Posted on [SLCC Policies webpage](#)

**policy** (lowercase "p") – *Department Rule*:

- Applies to a department or division only
- Requires VP approval
- Posted online within 30 days of VP approval
- Examples: guidelines, by-laws, SOPs, department policies, etc.

## Policy Development Roles

**Policy Office:** provides guidance, policy editing, project management, and shepherds the policy through the policy development process.

**Policy Originator:** person assigned to draft, develop, and maintain a policy (usually a content expert).

**Policy Sponsor:** Cabinet member who supports and guides the policy through approvals.

The [Policy Development Policy](#) outlines the Policy Development Process (for both types of policies)

## Policy (uppercase "P") Development Process Timeline

Phase	Duration (estimated)	Stakeholders and Actions
Initiation ( <a href="#">initiation form</a> )	1 week	Policy Originator Policy Sponsor Approval Policy Office
Drafting	6-20 weeks	Policy Originator Policy Stakeholders Policy Office
First Review	12 weeks	Legal Counsel Approval Cabinet Review & Approval Open for Public Comment <ul style="list-style-type: none"><li>• May include comments from the Faculty/Staff Policy Review Committee</li></ul>
Second Review	7 weeks	Policy Originator 2 <sup>nd</sup> Policy Stakeholders Input Policy Office 2 <sup>nd</sup> Legal Counsel Approval 2 <sup>nd</sup> Cabinet Review & Approval
Board of Trustees Review (if applicable)	8-16 weeks	Board of Trustees review (1 <sup>st</sup> reading) Board of Trustees approval (2 <sup>nd</sup> reading)
Close-Out	1-4 weeks	President's Office Policy Office