# Policy Development Process

# Policy Development Initiation (College-wide Policies)

- Initiation Phase
- Originator: Submit Initiation Form
- Policy Sponsor: Approve Form
- Policy Office: Create Microsoft Team Site & Upload Documents

# Drafting (Initial Draft & Stakeholder Feedback)

**Drafting Phase** 

First Review

Phase

- Originator: Complete Content Research & Policy Draft
- Originator: Share Policy Draft with Stakeholders
- Originator: Integrate Stakeholder Feedback
- Policy Office: Complete Grammar, Structure, & Formatting Review

#### First Legal Review & Memo

- Policy Office: Share Policy Draft & Set Legal Review Deadline
- Policy Office: Create Memo for Cabinet

### First Cabinet Review

- •Policy Office: Share Policy Draft & Memo with Policy Sponsor
- Policy Sponsor: Present to Cabinet and Collect Feedback
- Originator: Integrate Cabinet Feedback (if applicable)
- President's Office: Cabinet Approval for Public Comment Posting

# 15-day Public Comment Period

- Policy Office: Publish Policy Draft to SharePoint
- Policy Office: Notify & Solicit Comments by Sending AllSub Email
- Policy Office: Remove from SharePoint & Distribute Comments

# Second Draft & Stakeholder Review

- •Originator: Review & Write Responses to Comments
- Originator: Make Any Needed Policy Revisions to the Draft
- Originator: Share Draft with Stakeholders & Integrate Feedback
- Policy Office: Complete Final Policy Office Review

# Second Review Phase

### Second Legal Review & Memo

- Policy Office: Share Revised Draft and Comment Responses with Legal & Set Legal Review Deadline
- •Policy Office: Create Memo for Cabinet

#### Second Cabinet Review

- Policy Office: Share Revised Draft & Memo with Policy Sponsor
- Policy Sponsor: Present to Cabinet
- President's Office: Cabinet Approval

## Board of Trustees Review (if applicable)

- Board of Trustees Phase
- Policy Office: Share Policy Draft & Summary with Policy Sponsor
- •Policy Sponsor: Schedule Board Presentation
- President's Office: Receive Board Approval

### Publish & Close-out the Policy Review Cycle

- Close-Out Phase
- •Policy Office: Publish Final Policy & 15-day Responses to Website
- Policy Office: Announce New Policy by Sending AllSub Email
- •Policy Office: Update Policy Archive
- Policy Office: Close-Out Microsoft Team Site