

# ADMINISTRATIVE POLICY DEVELOPMENT PROCESS

## Initiate

## Develop & Approve

## Implement

## Maintain

**Policy Owner or Responsible Officer**

Identify a policy need or change. Discuss with manager or senior leader.

Begin drafting policy. Prepare the Policy Plan or Change Request document.

Consult with key constituents or groups (e.g., Senate). Revise as needed.

Communicate/ educate targeted audiences on policy and procedure

Monitor compliance, evaluate feedback, review regularly

**Director, University Policy Program**

Research policies if requested by owner.

Complete initial review. Inform owner. Convene PAC.

Post draft policy on-line for 30-days

Publish the approved policy. Communicate to broad audiences.

Monitor and facilitate review schedules – Make updates as requested

**Policy Advisory Committee (PAC)**

Review documents/ provide feedback on form and policy to owner.

New or major change?

No

**President's Policy Committee (PPC)**

Review policy. Makes decision whether or not to move to 30-day review

Yes

Chair of PPC approves, or reconvenes PPC if major changes are made.