Policy Review and Approval Process: Existing Policies

1. **Policy Development**
   - Issuing Unit has primary responsibility and ownership for developing the policy and establishing the policy maintenance schedule.
   - Policy Liaison (or designee) is involved in coordinating the policy work in the Issuing Unit using established university policy template.
   - Policy Office is available to assist the Issuing Unit with completion of templates and provide expertise on policies, procedures, and standards.

2. **Policy Review**
   - **Informal/Initial Review:**
     - Policy Office and Issuing Unit determine relevant stakeholders and solicit their feedback.
     - Issuing Unit may choose to offer open feedback period.
   - **Formal Review:**
     - Policy Office sends draft policy to the PRC for review and comment.
     - 75% of policies expected to have no changes or minimal changes after the PRC review.

3. **Policy Approval**
   - **Issuing Officer** gives final approval for policy (~90% of policies).
   - PRC may recommend issuing Unit elevate review of the policy to EPAC.
   - Issuing Unit may elevate review of the policy to EPAC if desired (~10% of policies).
   - Policy Director may elevate review of the policy to EPAC if desired (~10% of policies).

4. **Policy Communication**
   - Policy Office assists in communication/widespread dissemination of information.
   - Issuing Units communicate all changes to relevant stakeholders.
   - Policy Liaisons communicate policy-related information to their units as needed.

5. **Policy Maintenance**
   - Issuing Unit initiates scheduled policy reviews and monitors feedback on policies in use.
   - Policy Office can provide support to Issuing Unit initiating policy maintenance schedule.
   - Issuing Unit conducts policy review and if material changes need to be made, begins the Policy Development Process.

**Material Changes Recommended** (25% of policies)

**Not approved** (<5% of policies)

**Material Changes**

*Last updated: 9/16/2019*

PRC = Policy Review Committee; EPAC = Executive Policy Approval Committee