
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 Officer and Issuing Unit determine relevant stakeholders and solicit their feedback.
     - Issuing Unit may choose to offer an 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**

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Last updated: 9/16/2019  
PRC = Policy Review Committee; EPAC = Executive Policy Approval Committee