UNIVERSITY-WIDE POLICY DEVELOPMENT PROCESS

	DEVELOP	REVIEW – 60 DAYS	APPROVE & PUBLISH

POLICY OWNER

Evaluate need for new/revised policy. If not already engaged, identify Policy Owner. Determine whether new/revised policy qualifies for expedited review*.

Requests for exceptions to the University-wide Policy Process must be made in writing by the Policy Owner to the Office of Compliance & Risk Assurance with justification and final copy.

Send proposal and dissenting opinions to OC&RA with recommendation for approval.

POLICY CONTACT

Organize drafting committee. Develop proposal. Gather preliminary input and address issues.

Notify OC&RA of proposal.

Make changes as deemed necessary based on input.

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OFFICE OF COMPLIANCE & RISK ASSURANCE

Send proposal to UCC for review by committee members.

Send proposal to UCC for broad distribution.

Send proposal to President's Risk Cabinet for review.

Review compliance with process and format. With information from policy owner, prepare transmittal form. **Send to Chancellor's Designee for final system level approval (per Board Rule 108).** If approved, arrange for President's final review/signature and post final policy to P&PL.

UNIVERSITY COMPLIANCE COMMITTEE

Provide feedback based on individual review before it is seen more broadly.

Distribute proposal to audiences for input. Gather feedback. Make recommendations for changes to OC&RA/Policy Contact.