Campus Policy/Procedure Process

1. **Preliminary**
   - Complete Worksheet and Obtain Approval(s)
     - Department Policy Contact identifies need for a new or revised policy/procedure, discusses with Responsible Official(s), and completes Policy/Procedure Development Worksheet:
       - Outlines need
       - Identifies potential stakeholders & units involved
       - Signed/approved by Responsible Official(s)

2. **Submit Worksheet to Policy Office**
   - Consultation with Department Contact(s)
     - Determine management review cycle and vetting route
     - Assist with planning for draft (examples, templates, research)
     - Assist with developing proactive planning strategy where appropriate for socializing and communication
     - Preliminary communication to VC Council, Academic Senate, Legal, etc.

3. **Preliminary Notifications/Discussions**
   - Preliminary communication to VC Council
   - Preliminary consultation with Academic Senate
   - Determine/confirm need for specific stakeholder vetting

4. **Draft Policy**
   - Subject Matter Experts draft and vet content

5. **Management Review**
   - Expanded stakeholder and legal review where appropriate
   - Meet with School Executive Committees, Academic Senate, ASUCM, GSA, etc as needed

6. **Comment Period**
   - **Campus Wide Impact**
     - Policy Office finalizes draft and prepares to post for 30 day general campus comment period
     - Coordinate with Academic Senate and VC Council as appropriate on required comment period and issues
     - Communicate comment period to campus through Happenings and other venues
     - Compile comments and forward to department to address or resolve

7. **Final Notifications/Approvals**
   - Obtain documentation of final comment resolution
   - Obtain Campus Counsel approval if legal implications
   - Obtain final VC Council approval

8. **Publish and Communicate**
   - Policy Office posts the policy/procedure on Policy website
   - Execute communication plan and facilitate training as appropriate