

# Campus Policy/Procedure Process



Department(s)

**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)

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**Draft Policy**

- Subject Matter Experts draft and vet content

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**Management Review**

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

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Policy Office

**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.

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**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

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**Publish and Communicate**

- Policy Office posts the policy/procedure on Policy website
- Execute communication plan and facilitate training as appropriate

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CECO & Vice Chancellor Council

**Preliminary Notifications/Discussions**

- Preliminary communication to VC Council
- Preliminary consultation with Academic Senate
- Determine/confirm need for specific stakeholder vetting

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**Notifications**

- Notify VC Council of comment period

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**Final Notifications/Approvals**

- Obtain documentation of final comment resolution
- Obtain Campus Counsel approval if legal implications
- Obtain final VC Council approval

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