The Journey of an Institutional Policy Document (Revised 11/30/07)

1 Propose

Proposal for new policy initiates in Responsible Office, which creates a Policy Proposal

VP for Responsible Office signs the Policy Proposal and notes the Policy Volume into which the policy would fall

Appropriate member of Policy Advisory Group meets with Responsible Office for initial review

Policy Advisory Group reviews Policy Proposal

VP for Responsible Office brings Policy Proposal to President's Cabinet

VP for Responsible Office brings comments back to Responsible Office

2 Draft

Responsible Office drafts policy using Standard Template, incorporating President's Cabinet's comments, and consulting with Stakeholders

Responsible Office emails draft policy to assigned Policy Advisory Group member, who will then be responsible for editing the document using the "Track Changes" feature

Assigned Policy
Advisory Group member
e-mails draft to other
members of the
committee, requests
that the policy be put on
agenda for next Policy
Advisory Group
meeting, and invites
representative from
Responsible Office to
attend that meeting

3a Edit

Policy Advisory Group edits draft and returns to Responsible Office



3b Feedback

Responsible Office solicits additional feedback from Stakeholders as necessary, edits draft, and returns to Policy Advisory Group



4 College Review

Executive Assistant to
President sends proposed
policy to members of
President's Cabinet and heads
of governance groups for
review. Policy is sent at least
two weeks prior to being placed
on President's Cabinet agenda.
Comments from governance
groups are funneled through
heads of governance groups to
Executive Assistant to
President, who consults with
Policy Advisory Group as
appropriate

5 Approve

Executive Assistant to
President puts draft on
President's Cabinet agenda
for review and President's
approval. President decides
if policy needs to be
reviewed by trustees



6 Promulgate

Executive Assistant to President assigns policy number, posts policy to Web site, and notifies campus community



7 Revise

Executive Assistant to President manages the process of periodically reviewing policies. Responsible Office may also initiate revisions at any time. Perfunctory revisions may be submitted directly to Executive Assistant to President. More substantive revisions must be referred to the Policy Advisory Group