Policy Creation and Revision Process Map

STEP ZERO: Consultation
- Kick-off meeting with Office of Compliance, Ethics and Policy (OCEP) to determine purpose, scope and implementation of individual policy or policy review.
- Assign project roles (policy drafters, constituents and legal counsel).
- Establish workflow and timeline.

STEP ONE: Impact Statements
- Policy owner or designated policy drafter(s) completes Impact Statement.
- Impact Statement review by OCEP.
- Impact Statement emailed to chancellor's cabinet for feedback with optional discussion.

STEP TWO: Initial Policy Draft
- Policy owner or designated policy drafter(s) creates the first policy draft.
- OCEP socializes policy draft campus leadership as needed.
- Legal consultation begins depending on business needs.

STEP THREE: Constituent Feedback
- Policy owner emails policy draft to constituents for feedback.
- Second policy draft incorporating constituent feedback.

STEP FOUR: Legal Review
- OCEP provides feedback on the second policy draft.
- OCEP emails the second policy draft to University Counsel for legal review.
- Third policy draft incorporating legal feedback.

STEP FIVE: Campus Leadership Review
- OCEP & policy owner meet to discuss communication and implementation plan.
- OCEP emails third policy draft to UELT and shared governance groups for feedback.
- Fourth policy draft incorporating leadership feedback.

STEP SIX: Final Review
- OCEP & policy owner meet to finalize policy for submission to executive leadership.
- OCEP & policy owner make final edits to policy as needed.

STEP SEVEN: Submit to Executive Leadership
- OCEP submits final policy to the Chancellor, Executive Vice Chancellor and Chief Operating Officer, and Executive Vice Chancellor for Academic Affairs for review and approval.
- OCEP & policy owner collaborate to make any necessary changes and resubmit for approval.

STEP EIGHT: Adoption, Publication, and Implementation
- New policy becomes effective on the first day of the following month.
- Policy published on website.
- Campus & unit communications.
- Policy enters 5-year review cycle.
- Monitor compliance efforts for the policy.