



# Policy Review & Approval Process



<p><b>Step 1:</b></p> <p>Any University employee, stakeholder, subject expert, or student can submit a request form to the Policy Steering Committee (PSC), or gain stewardship through a policy owner. A policy request and/or best practice draft will be submitted to and reviewed by the Policy Steering Committee and Policy Office for review, creation, or deletion and will be given due consideration.</p>	<p><b>Step 2:</b></p> <p>Once a request has been made to create or revise a policy, the Policy Office/PSC assigns a policy owner and a steward. The Policy Office/PSC may work with Faculty Senate, Staff Associations and Student Associations where needed for review.</p>	<p><b>Step 3:</b></p> <p>The owner approves the draft of the new/ revised policy.</p> <p><b>Step 4:</b></p> <p>The policy is put up for public review for a minimum of 14 days and up to 30 days.</p>	<p><b>Step 5:</b></p> <p>Then Policy Office/PSC takes the comments and makes the needed revisions in conjunction with the policy owner and steward.</p> <p><b>Step 6:</b></p> <p>legal review will be performed on the policy.</p>	<p><b>Step 7:</b></p> <p>Policy goes to Academic and University councils for approval</p> <p><b>Step 8:</b></p> <p>The Board of Trustees will be given the proposed policy at least two weeks before their scheduled meeting for review and approval.</p>	<p><b>Step 9:</b></p> <p>The Board of Trustees will give official approval</p> <p><b>Step 10:</b></p> <p>The Policy then gets placed in the library and the University public is notified of the passing policy</p> <p>Policy will be reviewed in a 5 year cycle according to priority</p>
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## Active Parties

University Employee, Stakeholder, Subject Expert, or Student

Policy Steering Committee

Policy Owner & Policy Steward

Academic & University Council

Board of Trustees

## Estimated Monthly Timeline

