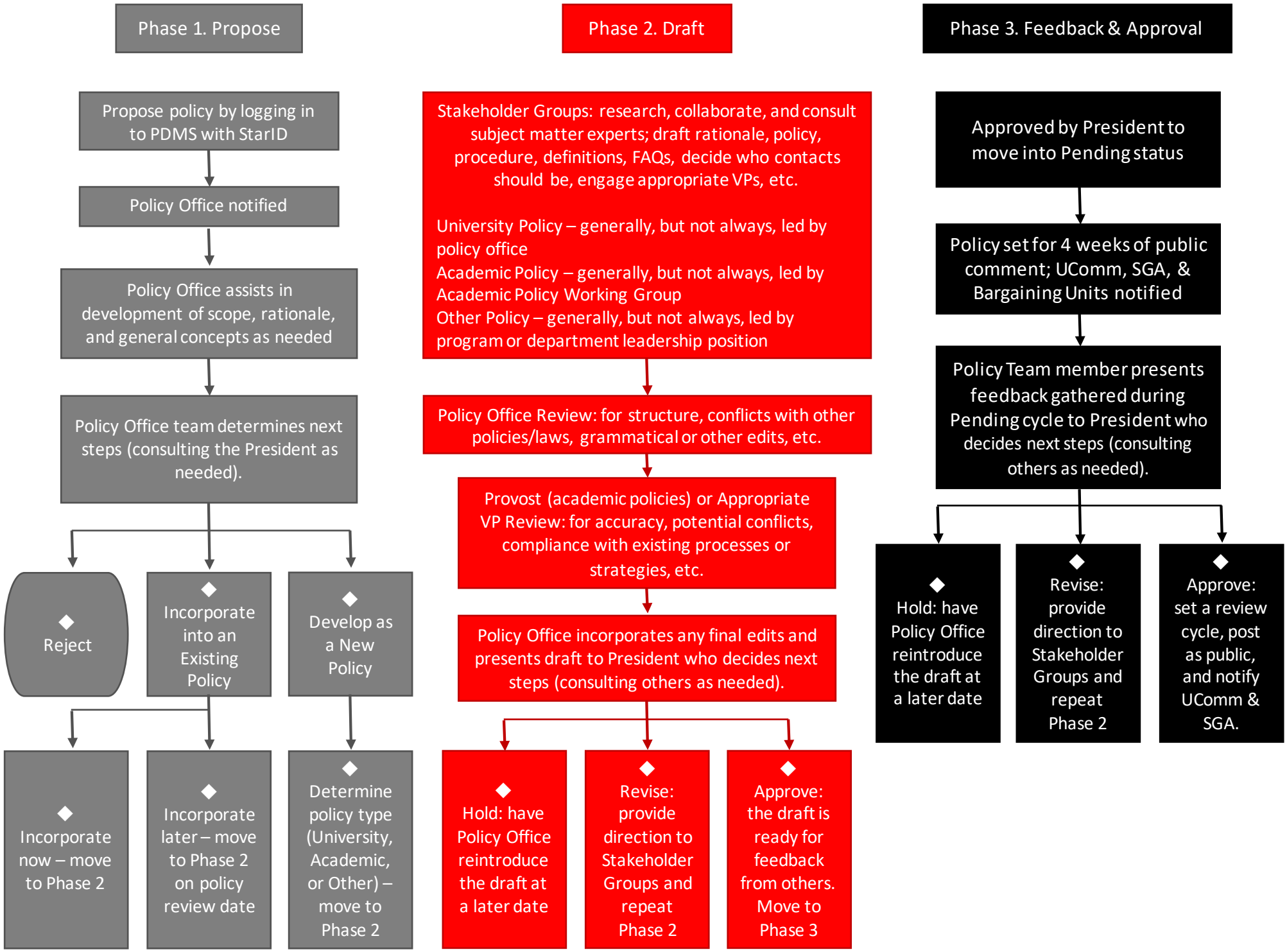
Phase 1. Propose
Propose policy by logging in to PDMS with StarID
Policy Office notified
Policy Office assists in development of scope, rationale, and general concepts as needed
Policy Office team determines next steps (consulting the President as needed).
Reject
Incorporate into an Existing Policy
Develop as a New Policy
Incorporate now – move to Phase 2
Incorporate later – move to Phase 2 on policy review date
Determine policy type (University, Academic, or Other) – move to Phase 2
Phase 2. Draft
Stakeholder Groups: research, collaborate, and consult subject matter experts; draft rationale, policy, procedure, definitions, FAQs, decide who contacts should be, engage appropriate VPs, etc.
University Policy – generally, but not always, led by policy office
Academic Policy – generally, but not always, led by Academic Policy Working Group
Other Policy – generally, but not always, led by program or department leadership position
Policy Office Review: for structure, conflicts with other policies/laws, grammatical or other edits, etc.
Provost (academic policies) or Appropriate VP Review: for accuracy, potential conflicts, compliance with existing processes or strategies, etc.
Policy Office incorporates any final edits and presents draft to President who decides next steps (consulting others as needed).
Hold: have Policy Office reintroduce the draft at a later date
Revise: provide direction to Stakeholder Groups and repeat Phase 2
Approve: the draft is ready for feedback from others. Move to Phase 3
Phase 3. Feedback & Approval
Approved by President to move into Pending status
Policy set for 4 weeks of public comment; UComm, SGA, & Bargaining Units notified
Policy Team member presents feedback gathered during Pending cycle to President who decides next steps (consulting others as needed).
Hold: have Policy Office reintroduce the draft at a later date
Revise: provide direction to Stakeholder Groups and repeat Phase 2
Approve: set a review cycle, post as public, and notify UComm & SGA.