



Responsible office:
Contact name, e-mail, phone:
Type of policy work: New policy
Policy Name and Number:
Applies to:

Dates	Policy Process Step	Who's Responsible
Predevelopment		
	Notify policy director/assistant director of new policy work beginning; assemble writing team; consider history, FAQs, etc.; identify/confirm designated Legal Affairs attorney	Responsible office (RO) policy coordinator
	Obtain signatures to develop new policy (<i>Responsible executive, responsible office policy coordinator, policy director signatures</i>)	RO policy coordinator
Materials Due: Meeting:	Policy proposal on SMC agenda (<i>SMC chair signature</i>)	<ul style="list-style-type: none"> – Policy director/assistant director asks for time on SMC agenda and provides materials – RO policy coordinator ensures RO leadership is comfortable moving forward and is prepared to present
Development		
	<ul style="list-style-type: none"> – Solicit input from key stakeholders – Draft policy with input from users 	Responsible office
	<ul style="list-style-type: none"> – Solicit university-wide feedback – Forward feedback to writing team 	Policy director/assistant director
	Prepare implementation and communication plan	Responsible office; coordinated/informed by RO policy coordinator
<i>Hold time now</i>	Integrate feedback	RO policy coordinator
<i>Schedule now</i>	Initial legal review	RO policy coordinator /content experts and designated Legal Affairs attorney
Materials Due: Meeting:	Submit to UPRC for review and feedback	Policy director
<i>Hold time now</i>	Consider/integrate feedback; determine effective date; begin communicating to users	Responsible office
	Provide final and redline version and summary of changes to OUCI	RO policy coordinator
<i>Schedule now</i>	Editorial review	Policy director/assistant director
<i>Schedule now</i>	Legal review (<i>Designated Legal Affairs attorney signature</i>)	Responsible office and designated Legal Affairs attorney
	Responsible executive review (<i>Responsible executive signatures</i>)	Responsible executive
Materials Due: Meeting:	Submit final policy to SMC for review and endorsement (<i>SMC chair signature</i>)	<ul style="list-style-type: none"> – Policy director/assistant director submit materials – Responsible office SMC member presents – RO policy coordinator preps SMC member
Materials Due: Meeting:	Submit final policy to Cabinet for review and approval (<i>PC chair signature</i>)	<ul style="list-style-type: none"> – Policy director/assistant director submit materials – Responsible office Cabinet member presents – RO policy coordinator preps Cabinet member
	Send final policy and a copy of the completed signature form to OUCI policy director (<i>Policy director signature</i>)	Responsible office policy coordinator
Implementation		
	Implement policy and communication plan	Responsible office
	Monitor compliance; review audit and investigation findings	Responsible office
	Collect feedback for next review	Responsible office