



Responsible office:  
Contact name, e-mail, phone:  
Type of policy work (revision/combination):  
Policy Name and Number:  
Applies to:

| Dates                      | Policy Process Step  | Who's Responsible   |
|----------------------------|--|---|
| <b>Predevelopment</b>      |  |   |
|                            | Notify policy director/assistant director of policy revision/combination work beginning; assemble writing team; review history, FAQs, etc.; identify/confirm designated Legal Affairs attorney | Responsible office policy coordinator   |
| Materials Due:<br>Meeting: | Notify SMC of upcoming revision/combination<br>( <i>SMC chair signature</i> )  | Responsible executive, supported by responsible office policy coordinator   |
| <b>Development</b>         |  |   |
|                            | Transfer existing document to university policy template   | Responsible office  |
|                            | – Solicit input from key stakeholders<br>– Draft policy with input from users  | Responsible office  |
|                            | Solicit university-wide feedback<br>Forward feedback to writing team   | Policy director/assistant director  |
|                            | Prepare implementation and communication plan  | Responsible office; coordinated/informed by Responsible office policy coordinator   |
| <i>Hold time now</i>       | Integrate feedback   | Responsible office policy coordinator   |
| <i>Schedule now</i>        | Initial legal review   | Responsible office policy coordinator/content experts and designated Legal Affairs attorney   |
| Materials Due:<br>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   | Responsible office policy coordinator   |
| <i>Schedule now</i>        | Editorial review   | Policy director/assistant director  |
| <i>Schedule now</i>        | Legal review<br>( <i>Designated Legal Affairs attorney signature</i> )   | Responsible office and designated Legal Affairs attorney  |
|                            | Responsible executive review<br>( <i>Responsible executive signatures</i> )  | Responsible executive   |
| Materials Due:<br>Meeting: | Submit final policy to SMC for review and endorsement<br>( <i>SMC chair signature</i> )  | – Policy director/assistant director submit materials<br>– Responsible office SMC member presents<br>– RO policy coordinator preps SMC member         |
| Materials Due:<br>Meeting: | Submit final policy to Cabinet for review and approval<br>( <i>PC chair signature</i> )  | – Policy director/assistant director submit materials<br>– Responsible office Cabinet member presents<br>– RO policy coordinator preps Cabinet member |
|                            | Send final policy and a copy of the completed signature form to OUCI policy director<br>( <i>Policy director signature</i> )   | Responsible office policy coordinator   |
| <b>Implementation</b>      |  |   |
|                            | Implement policy and communication plan  | Responsible office  |
|                            | Monitor compliance; review audit and investigation findings  | Responsible office  |
|                            | Collect feedback for next review   | Responsible office  |