The following is an outline of the process steps associated with various types of university policy changes:

A. New or Revised Policy
   Step 1. Identify policy need, assemble writing/advisory group, and consult Responsible Office Policy Owner, Office of University Compliance and Integrity, and policy tools to get started.
   Step 3. Write/revise policy. Consider policy gaps, benchmarking, best practices, and stakeholder input (including from Legal & Office of University Compliance and Integrity).
   Step 4. Share draft policy with university community and University Policy Review Committee for two-week public comment period; consider/integrate feedback received.
   Step 5. After sign-off by responsible executives and Legal, present policy to Senior Management Council for endorsement.
   Step 6. If Senior Management Council endorses, present policy to President's Cabinet for approval.
   Step 7. Some policies require Board of Trustees approval.
   Step 8. Implement policy, policy training, and communication plan; review policy at least every 5 years.
   Note 1. Some policies also require University Senate approval.

B. Interim New or Revised Policy
   Step 1. Identify policy need, assemble writing/advisory group, and consult Responsible Office Policy Owner, Office of University Compliance and Integrity, and policy tools to get started.
   Step 3. Write/revise policy. Consider policy gaps, benchmarking, best practices, and stakeholder input (including from Legal & Office of University Compliance and Integrity).
   Step 4. After sign-off by responsible executives and Legal, present policy to Senior Management Council for endorsement.
   Step 5. If Senior Management Council endorses, present policy to President's Cabinet for approval.
   Step 6. Some policies require Board of Trustees approval.
   Step 7. Implement policy, policy training, and communication plan; and interim policy must go through the full process within 18 months.
   Note 1. Some policies also require University Senate approval.

C. Review and Confirm Current
   Step 1. Consult Responsible Office Policy Owner, Office of University Compliance and Integrity, and policy tools to get started.
   Step 2. Review policy and confirm it is current. Provide any draft changes to the Office of University Compliance and Integrity for review then obtain sign-off by responsible executives & Legal.
   Step 3. Post policy; review policy at least every 5 years.

D. Minor Revision
   Step 1. Identify policy need, consult Responsible Office Policy Owner, Office of University Compliance and Integrity, and policy tools to get started.
   Step 2. Draft changes and provide to the Office of University Compliance and Integrity for review; obtain sign-off by responsible executives, Legal, & Office of University Compliance and Integrity.
   Step 3. Post policy; communicate as needed; review policy at least every 5 years.

E. Edit
   Step 1. Consult Responsible Office Policy Owner, Office of University Compliance and Integrity, and policy tools to get started.
   Step 2. Provide non-substantive edits (grammar, templating, and other minor fixes) to Office of University Compliance and Integrity for review.
   Step 3. Post edited policy. Edits do not restart the 5-year review clock.

F. Retirement
   Step 1. Consult Responsible Office Policy Owner, Office of University Compliance and Integrity, and policy tools to get started.
   Step 2. Provide draft retirement proposal to Office of University Compliance and Integrity for review.
   Step 3. After sign-off by responsible executives and Legal, present retirement proposal to Senior Management Council for endorsement.
Step 4. If Senior Management Council endorses, present retirement proposal to President's Cabinet for approval.
Step 5. Some policies require Board of Trustees approval.
Step 6. Remove policy and implement communication plan.
   Note 1. Some policies also require University Senate approval.