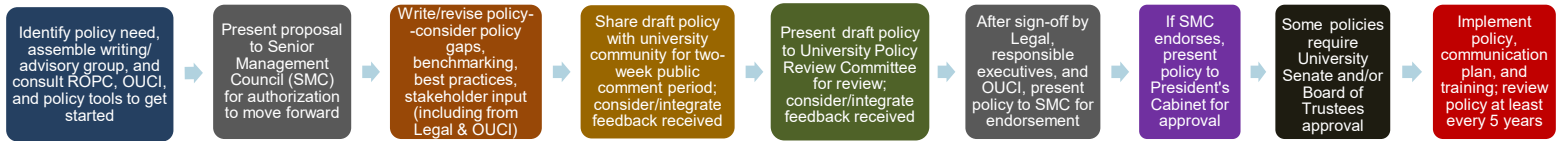




[Policy Name] [Responsible Office] Policy [Issuance or Revision] Timeline

[Policy owner/content expert name, email, phone] [ROPC name, email, phone]



Dates	Policy Process Step	Who's Responsible
<b>Predevelopment of Policy</b>		
	Notify OUCI's policy team regarding the development of a new/revised policy	Responsible office
	Identify/confirm designated Legal Affairs attorney for policy drafting and review	Responsible office
	Assemble writing/advisory group—include Legal Affairs attorney	Responsible office
	Assess policy gaps/needs; review policies from benchmark institutions	Responsible office
	Identify and consult key stakeholders (including University Senate as appropriate)	Responsible office
	Ensure that responsible executives, Legal Affairs, OUCI, and ROPC agree with moving forward with a new/revised policy	Responsible office
<b>Proposal to Senior Management Council</b>		
	Draft policy proposal for SMC using template from OUCI and prepare any presentation materials (e.g., slide deck); send all to OUCI for review	Responsible office
	OUCI reviews policy proposal and any presentation materials	OUCI policy team
	Prep responsible office SMC member for presentation at SMC with ROPC or policy owner/content expert	Responsible office
Materials Due: Meeting:	Present policy proposal to SMC (materials due Wed. before SMC meeting date)	- OUCI requests time on SMC agenda and submits materials - Responsible office SMC member presents (often with policy owner/content expert)
<b>Development of Policy</b>		
	Transfer existing document to university policy template (as needed)	OUCI policy team
	Write/revise policy—consider policy gaps, benchmarking, best practices, and stakeholder input; send redlined draft policy to OUCI <i>*Please use Track Changes in Word as you make changes to the policy.</i>	Responsible office
	OUCI reviews draft policy and makes recommendations in collaboration with responsible office	OUCI policy team
	Legal review of draft prior to executive review	Designated Legal Affairs attorney
	Responsible executives review and approve draft policy prior to university-wide feedback period	Responsible office
	Develop Resources referenced in the policy (e.g., forms, FAQs, standards); <i>standards integral to policy should be included with draft policy posted for feedback</i>	Responsible office
<b>University-Wide Feedback</b>		
	OUCI posts policy (and any accompanying standards) on University Policies website	OUCI policy team
	Solicit and collect university-wide feedback	OUCI policy team
	Send feedback report to responsible office after feedback period closes	OUCI policy team
Hold time now Week of	Responsible office and OUCI meet to consider/integrate feedback	Responsible office & OUCI policy team



<b>Dates</b>	<b>Policy Process Step</b>	<b>Who's Responsible</b>
	Revise policy considering feedback; send draft with integrated feedback to OUCI <i>*Please use Track Changes in Word as you make changes to the policy.</i>	Responsible office
	OUCI reviews draft with integrated feedback and consult with responsible office to finalize policy for UPRC	OUCI policy team
<b>University Policy Review Committee Meeting</b>		
Materials Due: Meeting:	Policy writers and University Policy Review Committee meet to discuss post-feedback policy draft	Responsible office & OUCI policy team
<b>Senior Management Council for Endorsement</b>		
	Finalize policy ( <u>including Legal review</u> ), draft approval memo for SMC (and Cabinet) using template from OUCI, and prepare any presentation materials; send redlined policy, draft memo, and any presentation materials to OUCI for review	Responsible office
	Final OUCI review of policy and related materials. Prepare DocuSign e-signature template (one pdf file containing signature page, overview of policy/policy changes, and policy) and assign to RO DocuSign sender	OUCI policy team
	Send and monitor e-signature packet. Ensure timely execution by ROPC, designated Legal Affairs attorney, and responsible executives	Responsible office
	<i>*Keep OUCI policy team informed of any changes made to the policy by Legal or executives</i>	Responsible office
	OUCI policy director signs e-signature page shortly before SMC meeting	OUCI policy team
	Prep responsible office SMC member for presentation at SMC with ROPC or policy owner/content expert	Responsible office
Materials Due: Meeting:	Present final policy to SMC for review and endorsement (materials due Thursday before SMC meeting date) <i>(requires SMC chair signature)</i>	- OUCI requests time on SMC agenda and submits materials - Responsible office SMC member presents (often with policy owner/content expert)
<b>President's Cabinet for Approval</b>		
	Prep responsible office Cabinet member for presentation at Cabinet	Responsible office
Materials Due: Two Meetings: (discussion) (vote)	Present final policy to Cabinet for review and approval <i>(requires PC chair signature)</i>	- OUCI requests time on Cabinet agenda and submits materials - Responsible office Cabinet member presents (with policy owner/content expert, if desired)
<b>Policy Communication and Implementation</b>		
On or prior to effective date –	Implement communications plan and training	Responsible office
On effective date –	Post policy and any associated resources (e.g., forms, FAQs, standards) on responsible office website; notify OUCI if policy link changes	Responsible office
On effective date –	Update policy on OUCI website; update search terms and summary description of policy as needed; archive approved policy and signature form with University Archives	OUCI policy team
On effective date –	Archive the superseded policy with University Archives	Responsible office
Ongoing	Monitor compliance over time; review audit and investigation findings as applicable	Responsible office
Ongoing	Collect feedback and other relevant data for next policy review	Responsible office
Ongoing	Initiate policy review every 5 years or more frequently as needed	Responsible office