	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
New or Materially Revised Policy	Identify policy need, assemble writing/advisory group, and consult ROPC, OUCI, and policy tools to get started	Present policy proposal, or policy inventory if EP-related, to Senior Management Council (SMC)	Write/revise policy--consider policy gaps, benchmarking, best practices, stakeholder input (including from Legal & OUCI)	Share draft policy with university community and University Policy Review Committee for two-week public comment period; consider/integrate feedback received	After sign-off by responsible executives and Legal, present policy to SMC for endorsement	If SMC endorses, present policy to President's Cabinet for approval	Some policies require Board of Trustees approval	Implement policy, training, and communication plan; review policy at least every 5 years
Interim New or Revised Policy	Identify policy need, assemble writing/advisory group, and consult ROPC, OUCI, and policy tools to get started	Present policy proposal, or policy inventory if EP-related, to Senior Management Council (SMC)	Write/revise policy--consider policy gaps, benchmarking, best practices, stakeholder input (including from Legal & OUCI)		After sign-off by responsible executives and Legal, present policy to SMC for endorsement	If SMC endorses, present policy to President's Cabinet for approval	Some policies require Board of Trustees approval	Implement policy, training, and communication plan; *interim policy must go through full process within 18 months
Review & Confirm Current	Consult ROPC, OUCI, and policy tools to get started		Review policy; provide any changes to OUCI for review; sign-off by responsible executives, Legal, and OUCI					Post policy; review policy at least every 5 years
Minor Revision	Identify policy need, consult ROPC, OUCI, and policy tools to get started		Draft changes and provide to OUCI for review; sign-off by responsible executives, Legal, and OUCI					Post policy; communicate as needed; review policy at least every 5 years
Edit	Consult ROPC, OUCI, and policy tools to get started		Provide non-substantive edits (grammar, templating, other minor fixes) to OUCI for review					Post edited policy. Edits do not restart the 5-year review clock
Retirement	Consult ROPC, OUCI, and policy tools to get started		Provide draft retirement proposal to OUCI for review		After sign-off by responsible executives and Legal, present retirement proposal to SMC for endorsement	If SMC endorses, present retirement proposal to President's Cabinet for approval	Some policies require Board of Trustees approval	Remove policy and implement communication plan

ROPC = Responsible Office Policy Coordinator (oversees their office's policy portfolio and collaborates with content specialists and OUCI's Policy and Training Team)
EP = Enterprise Project

Note: Some policies also require University Senate approval.