

University Policy Process Flowchart

The Ohio State University

Office of University Compliance and Integrity (OUCI)

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

A. New or Materially Revised Policy

- Step 1. Identify policy need, assemble writing/ advisory group, and consult ROPC, OUCI, and policy tools to get started.
- Step 2. Present proposal to Senior Management Council (SMC) for authorization to move forward.
- Step 3. Write/revise policy--consider policy gaps, benchmarking, best practices, stakeholder input (including from Legal & OUCI).
- Step 4. Share draft policy with university community for two-week public comment period; consider/integrate feedback received.
- Step 5. Present draft policy to University Policy Review Committee for review; consider/integrate feedback received.
- Step 6. After sign-off by Legal, responsible executives, and OUCI, present policy to SMC for endorsement.
- Step 7. If SMC endorses, present policy to President's Cabinet for approval.
- Step 8. Some policies require University Senate and/or Board of Trustees approval.
- Step 9. Implement policy, communication plan, and training; review policy at least every 5 years.

B. Interim New or Revised Policy

- Step 1. Identify policy need, assemble writing/ advisory group, and consult ROPC, OUCI, and policy tools to get started.
- Step 2. Present proposal to Senior Management Council (SMC) for authorization to move forward.
- Step 3. Write/revise policy--consider policy gaps, benchmarking, best practices, stakeholder input (including from Legal & OUCI).
- Step 4. After sign-off by Legal, responsible executives, and OUCI, present policy to SMC for endorsement.
- Step 5. If SMC endorses, present policy to President's Cabinet for approval.
- Step 6. Some policies require University Senate and/or Board of Trustees approval.
- Step 7. Implement policy, communication plan, and training; review policy at least every 5 years.

C. Minor Revision

- Step 1. Identify policy need, assemble writing/ advisory group, and consult ROPC, OUCI, and policy tools to get started.
- Step 2. Draft changes and provide to OUCI for review; sign off by Legal, responsible executives, and OUCI.
- Step 3. Post policy; implement any communication plan and training.

D. Edit

- Step 1. Identify policy need and consult ROPC, OUCI, and policy tools to get started.
- Step 2. Provide non-substantive edits (grammar, templating, other minor fixes) to OUCI for review.
- Step 3. Post policy.

E. Review and Confirm Current

- Step 1. Assemble writing/ advisory group and consult ROPC, OUCI, and policy tools to get started.
- Step 2. Review policy; provide any changes to OUCI for review; sign-off by Legal, responsible executives, and OUCI.
- Step 3. Implement policy and any communication plan or training; review policy at least every 5 years.

F. Retirement

- Step 1. Identify policy need and consult ROPC, OUCI, and policy tools to get started.
- Step 2. Provide retirement approval memo to OUCI for review.
- Step 3. After sign-off by Legal, responsible executives, and OUCI, present policy to SMC for endorsement.
- Step 4. If SMC endorses, present policy to President's Cabinet for approval.
- Step 5. Some policies require University Senate and/or Board of Trustees approval.
- Step 6. Retire policy and implement communication plan.