

## **University Policy Process Flowchart**

Office of University Compliance and Integrity (OUCI)

New or Materially Revised Policy	Identify policy need, assemble writing/ advisory group, and consult ROPC, OUCI, and policy tools to get started	Present proposal to Senior Management Council (SMC) for authorization to move forward	Write/revise policy consider policy gaps, benchmarking, best practices, stakeholder input (including from Legal & OUCI)	Share draft policy with university community for two- week comment period; consider/integrate feedback received	Present draft policy to University Policy Review Committee for review; consider/integrate feedback received	endorses, present policy to President's Cabinet for	Implement policy, policy, communication plan, and training; review policy at least every 5 years
<u>Interim</u> New or Revised Policy	Identify policy need, assemble writing/ advisory group, and consult ROPC, OUCI, and policy tools to get started	Present proposal to Senior Management Council (SMC) for authorization to move forward	Write/revise policy consider policy gaps, benchmarking, best practices, stakeholder input (including from Legal & OUCI)	Share draft policy with university community for two- week comment period; consider/integrate feedback received	Present draft policy to University Policy Review Committee ion review, consider/integrate feedback received	endorses, present policy to President's Cabinet for	Implement policy, policy, policy, communication plan, and training; review policy at least every 5 years
Minor Revision	Identify policy need, assemble writing group, and consult ROPC, OUCI, and policy tools to get started	Present proposal to Senior Management Council (SMC) for authorization to move forward	Draft changes and provide to OUCI for review; sign off by Legal, responsible executives, and OUCI	Share draft policy with university community for two- week comment period; consider/integrate feedback received	Present draft policy to University Policy Review Committee for review; consider/integrate feedback received	endorses, present U policy to Se President's Cabinet for	Implement policy and any communication plan and training; review policy at least every 5 years
Edit	Identify policy need and consult ROPC, OUCI, and policy tools to get started	Present proposal to Senior Management Council (SMC) for authorization to move forward	Provide non- substantive edits (grammar, templating, other minor fixes) to OUCI for review	Share draft policy with university community for two- week comment period; consider/integrate feedback received	Present draft policy to University Policy Review Committee for review; consider/integrate feedback received	endorses, present policy to President's Cabinet for	Prequire require University nate and/or Board of Trustees approval
Review & Confirm Current	Assemble writing/ advisory group and consult ROPC, OUCI, and policy tools to get started	Present proposal to Senior Management Council (SMC) for authorization to move forward	Review policy; discuss status with OUCI; sign-off by Legal, responsible executives, and OUCI	Share draft policy with university community for two- week comment period; consider/integrate feedback received	Present draft policy to University Policy Review Committee for review; consider/integrate feedback received	endorses, present U policy to Se President's Cabinet for	Implement policy and any communication plan or training; review policy at least every 5 years
Retirement	Identify retirement need and consult ROPC, OUCI, and policy tools to get started	Present proposal to Senior Management Council (SMC) for authorization to move forward	Provide retirement approval memo to OUCI for review	Share draft policy with university community for two- week comment period; consider/integrate feedback received	Present draft policy to University Policy Review Committee for review, consider/integrate feedback received	endorses, present retirement to President's Cabinet for approval	Some etirements require University nate and/or Board of Trustees approval

ROPC = Responsible Office Policy Coordinator (oversees their office's policy portfolio and collaborates with content specialists and OUCI Policy Team). Go to policies.osu.edu for more information.