Policy Review & Approval Process

Step 1:
Any University employee, stakeholder, subject expert, or student can submit a request form to the Policy Steering Committee (PSC), or gain stewardship through a policy owner. A policy request and/or best practice draft will be submitted to and reviewed by the Policy Steering Committee and Policy Office for review, creation, or deletion and will be given due consideration.

Step 2:
Once a request has been made to create or revise a policy, the Policy Office/PSC assigns a policy owner and a steward. The Policy Office/PSC may work with Faculty Senate, Staff Associations and Student Associations where needed for review.

Step 3:
The owner approves the draft of the new/revised policy.

Step 4:
The policy is put up for public review for a minimum of 14 days and up to 30 days.

Step 5:
Then Policy Office/PSC takes the comments and makes the needed revisions in conjunction with the policy owner and steward.

Step 6:
Legal review will be performed on the policy.

Step 7:
Policy goes to Academic and University councils for approval.

Step 8:
The Board of Trustees will be given the proposed policy at least two weeks before their scheduled meeting for review and approval.

Step 9:
The Board of Trustees will give official approval.

Step 10:
The Policy then gets placed in the library and the University public is notified of the passing policy.

Policy will be reviewed in a 5 year cycle according to priority.

Active Parties
- University Employee, Stakeholder, Subject Expert, or Student
- Policy Steering Committee
- Policy Owner & Policy Steward
- Academic & University Council
- Board of Trustees

Estimated Monthly Timeline

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