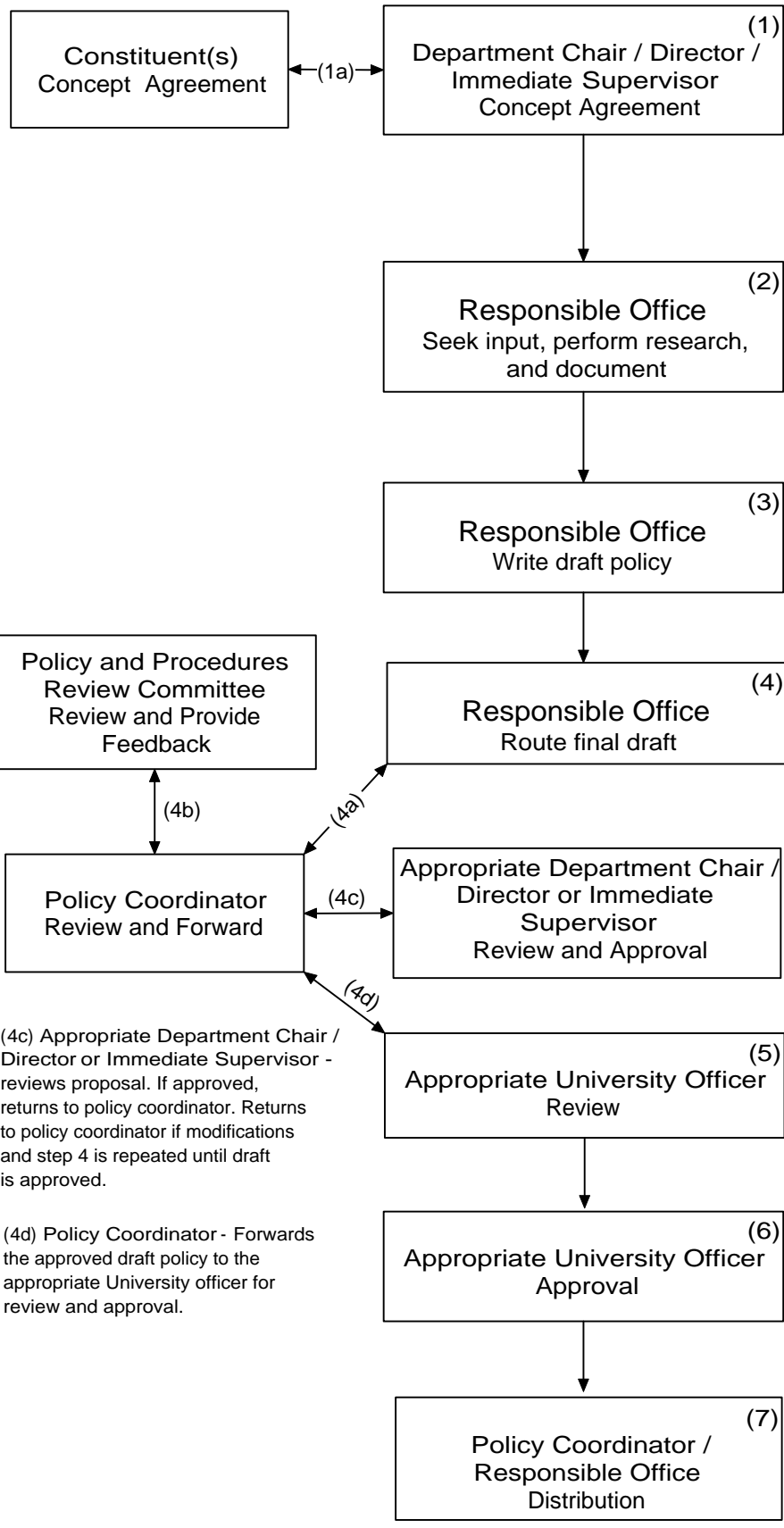


Flow Chart 2.1001.2 Process of Procedure 2.1001.1 Developing University Policy



(1) Department Chair / Director / Immediate Supervisor - agrees with or rejects the concept of the proposal. If agreement, determines which constituents are impacted by the policy. Proposals for policy may be generated by any University member.

(1a) Constituent(s) - reviews and agrees with or rejects the concept proposal. Interaction among the parties is expected during the process.

(2) Responsible Office - seeks input from constituents, focus groups, subject matter experts, and existing user groups for impact on the organization. Researches Board policy, Senate proposals, and other universities for existing policy to assist in developing proposed policy. Interaction among the parties is expected during the process and must be documented.

(3) Responsible Office - writes draft policy in the proper format using the policy template.

(4) Responsible Office - electronically routes final draft of the policy to policy coordinator.

(4a) Policy Coordinator - reviews for format and the level of readability. Forwards to: (if appropriate) the Policy and Procedures Review Committee for review of format and to the appropriate department chair/director or immediate supervisor for action/approval.

(4b) Policy and Procedures Review Committee - Reviews the proposal for format and readability. Provides feedback to the policy coordinator.

(4c) Appropriate Department Chair / Director or Immediate Supervisor - reviews proposal. If approved, returns to policy coordinator. Returns to policy coordinator if modifications and step 4 is repeated until draft is approved.

(5) Appropriate University Officer - reviews and determines if legal and Executive Council review is desired. Returns to policy coordinator if modification is required. Step 4 and 5 are repeated.

(4d) Policy Coordinator - Forwards the approved draft policy to the appropriate University officer for review and approval.

(6) Appropriate University Officer - approves the formatted, final draft for distribution. Returns to policy coordinator.

(7) Policy Coordinator - informs the responsible office when policy is approved, publishes the policy on the Web, and distributes updates for printed version. Responsible Office - communicates policy to the University community.