UNIVERSITY-WIDE POLICY DEVELOPMENT PROCESS

**DEVELOP**

**POLICY OWNER**
- Evaluate need for new/revised policy. If not already engaged, identify Policy Owner. Determine whether new/revised policy qualifies for expedited review*.

**POLICY CONTACT**
- Organize drafting committee. Develop proposal. Gather preliminary input and address issues.
- Notify OC&RA of proposal.

**OFFICE OF COMPLIANCE & RISK ASSURANCE**
- Send proposal to UCC for review by committee members.

**UNIVERSITY COMPLIANCE COMMITTEE**
- Provide feedback based on individual review before it is seen more broadly.

**REVIEW – 60 DAYS**

**MAKE CHANGES AS DEEMED NECESSARY BASED ON INPUT**

**POLICY OWNER**
- Make changes as deemed necessary based on input.

**POLICY CONTACT**
- Make changes as deemed necessary based on input.
- Make changes as deemed necessary based on input.

**OFFICE OF COMPLIANCE & RISK ASSURANCE**
- Send proposal to UCC for broad distribution.
- Send proposal to President’s Risk Cabinet for review.
- Send proposal and dissenting opinions to OC&RA with recommendation for approval.

**UNIVERSITY COMPLIANCE COMMITTEE**
- Distribute proposal to audiences for input. Gather feedback. Make recommendations for changes to OC&RA/Policy Contact.

**APPROVE & PUBLISH**

**POLICY OWNER**
- Send proposal and dissenting opinions to OC&RA with recommendation for approval.

**POLICY CONTACT**
- Review compliance with process and format. With information from policy owner, prepare transmittal form. **Send to Chancellor’s Designee for final system level approval (per Board Rule 108).** If approved, arrange for President’s final review/signature and post final policy to P&PL.

*Requests for exceptions to the University-wide Policy Process must be made in writing by the Policy Owner to the Office of Compliance & Risk Assurance with justification and final copy.