

PROCEDURE

Effective Date: January 19, 2021

Approved By: President Sabah Randhawa

Authority: POL-U1000.10

PRO-U1000.10A DEVELOPING AND APPROVING UNIVERSITY POLICIES AND STANDARDS

This procedure applies to the development of University policies and standards.

Action by:

Action:

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| Responsible Officer | 1. Completes Policy Impact Statement and submits it to the University Policy Manager. |
| University Policy Manager | 2. Records submission and forwards proposal to University Policy and Rules Review Group (UPRRG) |
| UPRRG | 3. Considers Policy Impact Statement and (approves the form) recommends approval to the President or remands to the Responsible Officer for further consideration. |
| UPRRG | 4. Approves Policy Impact Statement. |
| University Policy Manager | 5. Receives approved form, notes approval, assigns policy number and forwards to Responsible Officer. |
| Responsible Officer | 6. Develops first draft of policy and any supporting standards, solicits input from appropriate stakeholders. |
| | 7. Designates representative(s) to Technical Review Committee and submits policy draft to University Policy Coordinator for consideration of Technical Review Committee. |
| Technical Review Committee | 8. Reviews for legal compliance and form, operational efficiencies and institutional risks, recommends amendments as necessary, and returns draft to Responsible Officer. |
| Responsible Officer | 9. Submits draft to stakeholders for review, incorporates appropriate recommendations into subsequent draft(s), and submits completed draft to University Policy Manager. |
| University Policy Manager | 10. Posts draft policy for a 30-day comment period to university policy web site and provides notice requesting comments |

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- and suggestions to current university publications, President's Cabinet, Deans, Directors and primary assistants.
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| Responsible Officer | 11. Submits all comments received to Responsible Officer for review and development of final draft. |
| University Policy Manager | 12. Considers comments received, develops final draft and submits it to University Policy Manager. |
| UPRRG | 13. Receives final draft of policy and submits it to UPRRG |
| President | 14. Considers final draft and recommends approval to the President or remands to the Responsible Officer for further consideration. |
| | 15. Considers recommendation. |
| | 15a. If approved, signs and submits policy to University Policy Manager for publication. |
| | 15b. If not approved, remands to Responsible Officer for revision, with notice to President's Cabinet. |
| University Policy Manager | 16. If policy requires approval of the Board of Trustees, submits policy to the next regular Board meeting, notifies University Policy Manager when policy is approved. |
| Responsible Officer | 17. Notifies Responsible Officer of approval. |
| | 18. Publishes policy on the university's policy web site. |
| Responsible Officer | 18. Notifies affected employees and departments of the policy in a timely manner. |