

## PROCEDURE

Effective Date: May 10, 2022

Approved By: President Sabah Randhawa

Authority: [POL-U1000.10 Developing, Maintaining and Cancelling University Policies](#)

### **PRO-U1000.10A      DEVELOPING AND MAINTAINING UNIVERSITY POLICIES AND STANDARDS**

#### **Action by: Policy Owner**

1. Completes the [Policy Impact Statement New or Major Revisions e-sign form](#) and sends to their respective Division Policy Coordinator.

#### **Action by: Division Policy Coordinator**

2. Approves or disapproves the Policy Impact Statement (PIS) form. If approved, sends PIS form to Vice President of their division. If not approved, remands to Policy Owner with suggestions for resubmission.

#### **Action by: Vice President**

3. Approves or disapproves Policy Impact Statement form. If approved, sends to University Policy Manager. If not approved, remands to Policy Owner.

#### **Action by: University Policy Manager**

4. **Records** submission and **forwards** Policy Impact Statement to Technical Review Committee (TRC) and Division Policy Coordinators for their input.

#### **Action by: TRC and Policy Coordinators**

5. **Review** Policy Impact Statement form and **include** comments for areas within the purview under them on the e-sign form.

#### **Action by: University Policy Manager**

6. **Forwards** Policy Impact Statement form with comments to University Policy and Rules Review Group (UPRRG) and **informs** vice presidents whose divisions may be impacted as necessary.

#### **Action by: Policy Owner**

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- 7. Presents** Policy Impact Statement form at meeting of UPRRG for review and recommendation.

### Action by: UPRRG

- 8. Considers** Policy Impact Statement for fiscal and equity impacts, operational efficiencies, and appropriate stakeholder engagement in policy development to follow. **Approves/disapproves** Policy Impact Statement form or **remands** to the Policy Owner with comments for further consideration and potential resubmission.

### Action by: University Policy Manager

- 9. Notes** Policy Impact Statement approval and other UPRRG comments in policy development and evaluation form, **assigns** policy number and **forwards** to Policy Owner.

### Action by: Policy Owner

- 10. Develops** first draft of policy and any supporting standards, **solicits** input from appropriate stakeholders and subject matter experts, including consultation with representatives from Internal Controls and Office of Civil Rights & Title IX Compliance.
- 11. Submits** policy draft to the University Policy Manager for consideration of TRC and **designates** any subject matter experts(s) that may be necessary to assist in TRC review.

### Action by: University Policy Manager

- 12. Coordinates** TRC meeting for review of policy draft.

### Action by: TRC

- 13. Reviews** draft for legal compliance and format, operational efficiencies, institutional risks, and other regulatory requirements. **Recommends** amendments as necessary to Policy Owner, which are recorded in policy development and evaluation form.

### Action by: University Policy Manager

- 14. Records** comments in policy development and evaluation form.
- 15. Posts** draft policy for a 30-day review and comment period to university policy web site and Western Today, and provides email notice of posting to President's Cabinet and leaders of student, faculty, and staff shared governance groups and employee unions.
- 16.** Following 30-day review, **records** all comments received on policy development and evaluation form, and **submits** to Policy Owner for review and development of final policy draft.

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### **Action by: Policy Owner**

17. Considers comments received, develops final drafts, completes 30-day summary form and submits to the University Policy Manager.

### **Action by: University Policy Manager**

18. **Receives** final draft of policy and **submits** it and updated policy development and evaluation form to UPRRG.

### **Action by: UPRRG**

19. **Considers** final drafts and comments in policy development and evaluation form. **Recommends** approval to the President or remands to the Policy Owner for further consideration.

### **Action by: President**

20. **Considers** recommendation
  - 20a) If approved, **signs and submits** policy and signature sheet to University Policy Manager for publication.
  - 20b) If not approved, **remands** to Policy Owner for revision, with notice to President's Cabinet.
21. If policy requires approval of the Board of Trustees, **submits** policy to the next regular Board meeting, **notifies** University Policy Manger when policy is approved.

### **Action by: University Policy Manager**

22. **Notifies** Policy Owner of approval.
23. **Sends** university wide communications, which includes **posting** policy on the University's Policy website and Western Today and **notifies** President's Cabinet and leaders of campus shared governance groups.

### **Action by: Policy Owner**

24. **Notifies** affected employees and departments of the policy in a timely manner.