

Procedure: Policy action procedure

Procedure Number: 3364-10-01.1

Responsible Department: Office of Legal Affairs



Effective date: 8/13/2017

This procedure is authorized by the University's policy entitled Formulation and issuance of policies 3364-10-01

This statement of procedure summarizes the policy process for official University policies filed with the Legislative Service Commission (LSC).

The annual implementation of this procedure will be the responsibility of the Vice President and General Counsel, and the Policy Coordinator

PROCEDURE

- (A)** If a new policy, the responsible agent and/or drafter places policy in University policy template.
- (B)** The responsible agent vets policy language and path forward (whether new/revised/rescind/reaffirm) with stakeholders (including Office of Legal Affairs review – if applicable).
- (C)** The senior leader of the department requesting the policy action takes the policy to the Senior Leadership Team (SLT) for approval.
- (D)** Once approval is obtained from SLT, the responsible agent sends the recommended policy action to the policy coordinator with documentation of SLT's approval.
- (E)** The policy coordinator posts the recommended policy language for comment for thirty (30) days. (NOTE: Reaffirmations are not posted for the 30-day comment period prior to signature.)
- (F)** Comments made during the 30-day comment period will be forwarded to the responsible agent by the policy coordinator.
- (G)** Upon expiration of the 30-day comment period, the policy coordinator will notify the responsible agent that the comment period has expired. The responsible agent, in conjunction with the appropriate senior leader, will acknowledge whether the policy is ready for signature.

- (H) The policy coordinator prepares the policy for signature in accordance with Policy 3364-10-07 Delegation of authority for development, review and signature of university policies.
- (I) Once signature is obtained, the policy coordinator posts the policy, sends an email update to all University faculty/staff, and e-files formatted policy with the LSC.
- (J) At all points during the above process, the policy may be further revised as necessary based on feedback, and may need to be re-posted or re-approved by the appropriate stakeholders.

This Statement of Procedure is reviewed and authorized by:

/s/
Peter John Papadimos
VP and General Counsel

Initial effective date:
8/13/2019
Next review date: 8/15/2022

August 13, 2019
Date

Review/Revision Completed by:
Office of Legal Affairs