

Policy Development Process

Identify Need

- Begin by identifying the need for a new policy or a revision to an existing policy.
- Does it meet the definition of a policy?
- Or, should it be a procedure instead?

Approval to Proceed

- Verify the policy is not currently active or in development.
- Prepare the Policy Proposal Form and submit to the Policy Review Committee (PRC).
- The PRC will respond with approval to proceed or an explanation for denial.

Policy Draft

- Use the Policy Toolkit resources to prepare a fully drafted policy or revision.
- Be sure to include input from all appropriate policy stakeholders.

Draft Submission

- Send your new or revised policy draft to the Policy Manager and the Responsible Executive Officer (REO).
- The Policy Manager and the REO will conduct an initial review of the draft for consistency, clarity, and formatting.
- The Policy Manager will schedule the draft for review by the PRC, who will recommend approval to proceed or suggest edits before moving forward.

1st Reading

- The Policy Manager or Responsible Executive Officer will schedule the draft for a first reading and discussion by the President's Cabinet.
- The President's Cabinet will provide feedback and approve or deny the draft to move forward to a 30 day public comment period.

Policy Development Process

Comment Period

- All policy drafts will be opened for a 30 day public comment period, except in special circumstances that might require expedited processing.
- Special circumstances are rare but might include implementation of state or federal regulations, accreditation or other compliance related necessities.
- Once the comment period concludes, the Responsible Officer and Responsible Executive Officer will review the feedback and make any necessary edits.

2nd Reading

- The Policy Manager or Responsible Executive Officer will schedule the draft for a second reading and discussion by the President's Cabinet.
- The President's Cabinet will provide feedback and approve or deny the draft to move forward to the Board of Trustees for final approval.

Board Approval

- The Policy Manager or Responsible Executive Officer will schedule and present the draft to the Board of Trustees for final approval.
- The Board of Trustees may approve the the draft as presented, suggest edits to the draft or deny the request for approval.

Posting and Notification

- Once approved, all policy documents will be posted to the online Board Policy archive.
- Campus wide notifications will be sent via email and announcements.

Review and Maintenance

- The Responsible Officer will be responsible for ensuring all policies and procedures are reviewed bi-annually.
- Some policies may require more frequent review cycles.