New Policy

- Identify need; consult PAC & policy tools; work with CH to draft plan.
- Present plan to RO and PAC for approval.
- Write/revise policy — assemble authoring groups, consider benchmarking, best practices, & stakeholder input.
- Present draft policy and plan to PAC for approval; consider/integrate feedback received.1
- RO presents policy to PC for approval; some policies require BoR approval.
- Implement policy & communication plan; monitor compliance, measure effectiveness, evaluate feedback, and review regularly.

Interim Policy

- Identify need; consult PAC & policy tools; work with CH to draft plan.
- Present plan to RO and PAC for approval.
- Write/revise policy — assemble authoring groups, consider benchmarking, best practices, & stakeholder input.
- Present draft policy and plan with PAC for approval; consider/integrate feedback received.1
- RO presents policy to PC for approval; some policies require BoR approval. Approval form signed.
- Implement policy & communication plan; interim policy must go through full process within 12 months.

Revised Policy

- Consult policy tools; request policy from CH and work with CH to revise draft.
- Present plan to RO and PAC for approval.
- Revise policy — assemble authoring groups, consider benchmarking, best practices, & stakeholder input.
- Present draft policy to PAC for approval; consider/integrate feedback received.2
- RO presents policy to PC for approval; some policies require BoR approval. Approval form signed.
- Implement policy & communication plan; monitor compliance, measure effectiveness, evaluate feedback, and review regularly.

Review & Confirm Current

- Identify need; consult PAC & policy tools; work with CH to draft plan.
- Present plan to RO and PAC for approval.
- Review policy; assemble authoring groups, consider benchmarking, best practices, & provide any changes to PAC for review.2
- Present draft policy and plan with PAC for approval; consider/integrate feedback received.1
- RO presents policy to PC for approval; some policies require BoR approval.
- Monitor compliance, measure effectiveness, evaluate feedback, and review regularly.

Editorial Updates

- Identify need; consult PAC & policy tools; work with CH to draft plan.
- Present plan to RO and PAC for approval.
- Provide non-substantive edits (grammar, templating, other minor fixes) to CH.
- Present draft policy and plan with PAC for approval; consider/integrate feedback received.1
- RO presents policy to PC for approval; some policies require BoR approval.
- Update policy; monitor compliance, measure effectiveness, evaluate feedback, and review regularly.

Retirement

- Consult PAC & policy tools; work with CH to draft plan.
- Present plan to RO and PAC for approval.
- Review; consider benchmarking, best practices, & stakeholder input; complete retirement form.
- Provide draft retirement proposal to PAC for review and approval.1
- RO presents policy to PC for approval; some policies require BoR approval. Approval form signed.
- Remove policy and implement communication plan.

BoR = Board of Regents  
RO = Responsible Officer  
PAC = Policy Advisory Council  
PC = President's Council  
CH = PAC Chair

1 Some policies require Dean's Council approval.  
2 Any substantive changes trigger the revision process.