

## Process Flowchart for University Policies policy.northcentral.edu | policy@northcentral.edu

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/inte- grate 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.1	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, & stakeholder in- put; provide any changes to PAC for review. <sup>2</sup>	Present draft policy and plan with PAC for approval; consider/inte- grate feedback received. <sup>1</sup>	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/inte- grate 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 PO = Policy Owner

RO = Responsible Officer PAC = Policy Advisory Council

PC = President's Council CH = PAC Chair

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