How to Develop a University Policy

Step 1: Analysis and Drafting

Responsible Officer:

- Provides subject matter expertise in researching need for policy, identifies issues and solutions.
- Drafts policy language using the Policy Template.
- Assigns a Policy number to the Policy draft.
- Routes the policy draft with the Policy Action Form to their Responsible Executive.

Responsible Executive:

- Determines whether Policy Development will proceed.
- Reviews drafts and makes recommendations to the Responsible Officer.

Step 2: Development and Review

Responsible Officer:

- Disseminates proposed policy, as appropriate, for feedback from relevant stakeholders within or without functional unit.
- Consults with University Policy Coordinator regarding compliance matters, if needed.
- Makes edits to draft policy, as appropriate.
- Routes proposed policy, policy action form, and any supporting policy analysis to Responsible Executive.

Responsible Executive:

- Determines whether proposed policy is acceptable or if it needs further analysis/redrafting.
- Routes approved proposed policy with the Policy Action Form to the University Policy Coordinator for review.

University Policy Coordinator:

- May be consulted about compliance matters during the development and approval stage.
- Reviews and edits the proposed Policy, if necessary.
- Works in cooperation with the Responsible Officer/Executive through the development and review stage.
- Returns any recommended substantive changes to the Responsible Executive for consideration or additional development.

- Submits final draft to the Provost for placement on University Council agenda.

Step 3: Approval and Adoption

Provost:

- Places the proposed policy on the University Council agenda in coordination with Responsible Executive and notifies University Policy Coordinator.
- If the Responsible Executive reports to the Provost, the Provost may return proposed policy to the Responsible Executive for further consideration before placing on University Council agenda.

Responsible Executive:

- Presents proposed Policy to University Council.
- Receives copy of approved University Policy from University Policy Coordinator upon University Council approval and signature of the President.

University Council:

- Approves or rejects proposed Policy.
- May request additional review or information from Responsible Office, or may appoint a policy committee or individual to further develop and revise proposed Policy.
- Makes other recommendations as appropriate.
- If substantive changes are made to the Policy, may request additional review from University Policy Coordinator.
- Routes an approved University Policy to the University Policy Coordinator.

University Policy Coordinator:

- Provides a final review of University Council approved Policy.
- Submits University Council approved Policy to the President for consideration.
- Requests placement on UL System Board Agenda if required by System Policy.
- Sends copy to the Office of Communications and Marketing for announcement to the University community.
- Routes copy to the Responsible Executive responsible for the University Policy.

President:

- Receives and reviews University Council approved Policy.
- May request additional review or information from University Council.
- May return to University Council with recommendations for further development and/or other actions.

- Approves or disapproves proposed Policy.
- Signs approved Policy and returns original to University Policy Coordinator. The Policy is considered adopted upon the President's signature.

Step 4: Maintenance

University Policy Coordinator:

- Receives and retains original University Policy signed by the President.
- Uploads newly adopted University Policy to University Policy Website.

Responsible Officer:

- Responsible for maintenance and periodic review of approved University Policy as appropriate.
- Revises University Policy as necessary.

Responsible Executive:

- Ensures University Policies under his or her jurisdiction are maintained current through review/revision of content on a periodic and as needed basis.