

Policy Development and Approval Process

A proposal for a University policy should be brought to the attention of the President, the University Provost, or the Senior Vice President having responsibility for the matter in question.

If the policy relates to an **academic matter**, including undergraduate or graduate programs, research or scholarly activities, student affairs or faculty policies, the President/Provost identifies policy owner, formulates a charge, and sends to appropriate University Council committee.

If the policy relates to an **administrative matter** of general applicability to faculty and staff, President/Provost/Sr. VP identifies policy owner and formulates a charge for drafting of the policy.

Policy owner identifies and involves stakeholders, assigns drafting responsibilities, or convenes a drafting group as necessary

UC Committee on:
Undergraduate Programs
Graduate Programs
Research and Scholarly Activities
Student Policies
Faculty Policies
Considers issue, identifies stakeholders, assigns drafting responsibilities

Policy is brought for review and input to
Administrative Council and Council of Deans
meeting separately or together
to consider policy, modify (as appropriate), and recommend action on policy to the President

UC committee co-chairs bring policy to **Faculty Council** and **Council of Deans** for review and input

University Council considers policy, modifies (as appropriate), and recommends action on policy to the President

President: gives final approval and reports to **University Council** and **Faculty Council** or returns for further consideration

President: gives final approval or returns for further consideration