

## Processes for Initiating University Policy Review



- 1) Initiate policy review by sending out email to other divisions (VPAA, VPFSS, VPIT, VPSS, VPUAdv, VPUAdm, MARCOMM, Research, Global, Athletics) with the following information:
  - Redline-draft
    - **Justification statement must always be included** above Section 01. **to explain any changes made to the policy. Statements can also be included as a sentence under each section. Senior Reviewer can choose either method.]**
    - Redline drafts should already have been **reviewed by all reviewers** listed in the “Reviewers of This PPS” section.
    - All revisions should be included as **inline** revisions.
  - Reviewer’s Approval Sheets - All listed in the “Reviewers of This PPS” section should have signed the sheet prior to submission to the Policies and Procedures Office.
  - Comments due date. This should be between two to three weeks to allow reviewers time.
- 2) *The Policies and Procedures Office will create a master comments list for the senior reviewer after all comments are received.*
- 3) Ensure senior reviewer responds to master comments list, provided by Policies and Procedures Office, within the one-week due date and that all comments are responded to in blue ink.

*The Policies and Procedures Office will send out policies and accompanying master comments lists for electronic approval by the President’s Cabinet on a monthly basis. The approval process ranges between 2-3 weeks depending on the quantity of policies submitted.*
- 4) Ensure all approved comments are incorporated into the Final Draft, if any, and send the final, clean draft to the Policies and Procedures Office after the policy is approved by the President’s Cabinet.

*The Policies and Procedures Office will edit the policy and will send an electronic UPPS Routing Slip and final official copy of the policy via Adobe Sign to the hierarchical list provided in the policy’s Certification Statement.*

- 5) Ensure the Adobe Sign Routing Slip is signed by all parties within one week of receipt.

*The Policies and Procedures Office will upload the official draft to the shared drive for publication.*

- 6) Review the “Recent Updates” link on the policies website every Tuesday to review posted policies and update your division on updates, if necessary.

**Please share this document with others involved in the policy submission process.**