

Divisional Representatives Responsibilities with University Policy Process

- 1) *The Policies and Procedures Office will send a reminder email to the appropriate divisional representatives three months before the next policy review date. This email will include the most current version of the policy, instructions for initiating the review process, and a blank reviewer approval sheet.*
- 2) Forward the email to the appropriate senior reviewer. The email will include the most up to date copy of the policy, instructions on how to initiate the review, and a blank reviewer's approval sheet.
- 3) Initiate the divisional policy review process by submitting all finalized policy documents to the Policies and Procedures Office. The submission must include the final red-line draft and the signed reviewer approval sheet.
 - **Redline-draft**
 - A justification statement must always be included to explain any changes made to the policy. It can be placed as a summary above Section 01. or included as an individual statement under each edited section. The Senior Reviewer may choose either method.
 - Redline drafts should be reviewed in advance by all individuals listed in the "Reviewers of This PPS" section. All comments and feedback from internal reviewers must be resolved before the final redline draft is distributed. 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.
- 4) *The Policies and Procedures Office will email all divisional representatives, providing the red line draft and detailed instructions for submitting comments on the Policies and Procedures Comments Submission Page.*
- 5) Forward the email to your division's list of reviewers.

(This varies by division. In some cases, committees within a division review policies, while in others, all members of the division participate in the review process.) *All comments should be submitted by individuals on the Policies and Procedures website.*
- 6) *The Policies and Procedures Office will create a master comments list for the senior reviewer after all comments are received.*

Key:
Non-Italics → divisional representative's responsibilities
Italics → other

- 7) Ensure senior reviewer responds to master comments list within the one-week due date and that all comments are responded to in blue ink.
- 8) *The Policies and Procedures Office will send out policies and accompanying master comments lists for President's Cabinet electronic approval.*
- 9) *Once approved, the Policies and Procedures Office will incorporate all approved comments into the final copy of the policy, edit policy, and send the UPPS Routing Slip and Final Copy via Adobe Sign to senior reviewer and hierarchy.*
- 10) *Once the routing slip has been signed, the Policies and Procedures Office will upload the final draft to the shared drive for publication.*
- 11) 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.