

PROCESS – Policy Document Consultation and Feedback *Effective February 1, 2018*

(A) Direct Consultation (for Policies and Procedures)

- Responsible Office brings forward to Policy Advisory Group either a *Policy Document Comprehensive Change Request Form* or a *New Policy Document Proposal Form*
- Policy Advisory Group reviews plan and provides recommendations regarding the consultation and communication plans
- Responsible Office makes proposed revisions to an existing policy document or drafts a new policy document, and then takes the policy document through required consultation directly with identified Primary Stakeholders and Internal Review Groups
- Primary Stakeholders and Internal Review Groups review draft policy documents when requested by a Responsible Office and provide feedback/input directly to the Responsible Office
- Responsible Office revises the draft policy document as necessary based on feedback/input received from Primary Stakeholders and Internal Review Groups

(B) General Consultation (for Policies only)

- Responsible Office completes the Statement of Purpose for Policy Feedback form and provides both the form and the draft policy (tracked version if a comprehensive revision) to the Policy Advisory Group by email for posting on policy website for general consultation
- Policy Advisory Group posts draft policy as a Google Doc on policy website for 20 business days
- University Faculty, Staff, Students, and Administration review draft policies when posted and provide feedback through the policy website as desired
- At the end of 20 business days, Policy Advisory Group consolidates all feedback received and sends the feedback to the Responsible Office for consideration
- Responsible Office reviews feedback received, determines whether changes are needed to the draft, and revises policy as required

(C) Proceed to Approval (for Policies and Procedures)

- Once all consultation has concluded, Responsible Office brings the finalized policy document (tracked version if a comprehensive revision) back to Policy Advisory Group with the *Request to Proceed to Policy Document Approval and/or Rescission Form*
- Policy Advisory Group reviews the request and makes a recommendation for next steps - a recommendation to proceed for approval will not be made for a policy unless the policy has been posted for general consultation for the 20 business day period.