

PROCESS – New Policy

- Need for new policy is identified and brought forward to Policy Sponsor or initiated by Policy Sponsor
- Policy Sponsor appoints Responsible Office
- Responsible Office brings plan forward to Policy Advisory Group with the *New Policy Document Proposal Form*
- Policy Advisory Group reviews *New Policy Document Proposal Form* and provides recommendations regarding the consultation and communication plan, and whether or not to proceed with policy development
- Responsible Office drafts policy and then takes the policy through required consultation directly with identified Primary Stakeholders and Internal Review Groups
- Primary Stakeholders and Internal Review Groups review draft policies when requested by a Responsible Office and provide feedback/input directly to the Responsible Office
- Responsible Offices revises the draft policy as necessary based on feedback/input received from Primary Stakeholders and Internal Review Groups
- Responsible Office completes the Statement of Purpose for Policy Feedback form and provides both the form and the draft policy to the Policy Advisory Group by email for posting on policy website for general consultation
- Policy Advisory Group posts the form and 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

- Once all consultation has occurred, Responsible Office brings the finalized draft policy 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 unless the policy has completed all identified consultation, including being posted online for the required 20 business day period
- Once recommendation to proceed for approval received from the Policy Advisory Group the Responsible Office sends the policy (with a copy of the Policy Advisory Group's recommendation) to either AGC Executive Committee or President's Policy Committee (as appropriate) for recommendation for approval¹
- If administrative policy, once President's Policy Committee recommends for approval, Responsible Office submits policy to appropriate Board Committee for recommendation for approval to the Board
- Once all required recommendations for approval have been received, Responsible Office submits the policy to Board and/or AGC for approval of policy itself and the proposed effective date
- Once final approval received from the either Board or AGC, Responsible Office provides the Office of General Counsel with confirmation of approval and final version of policy for posting
- Office of General Counsel sets the date of next review of the policy based on the effective date and posts the policy on the online policy repository

¹ Responsible Offices are requested to submit policies to PPC or AGC Executive Committee for a recommendation for approval following the standard procedures and templates used with any other document being submitted to those groups