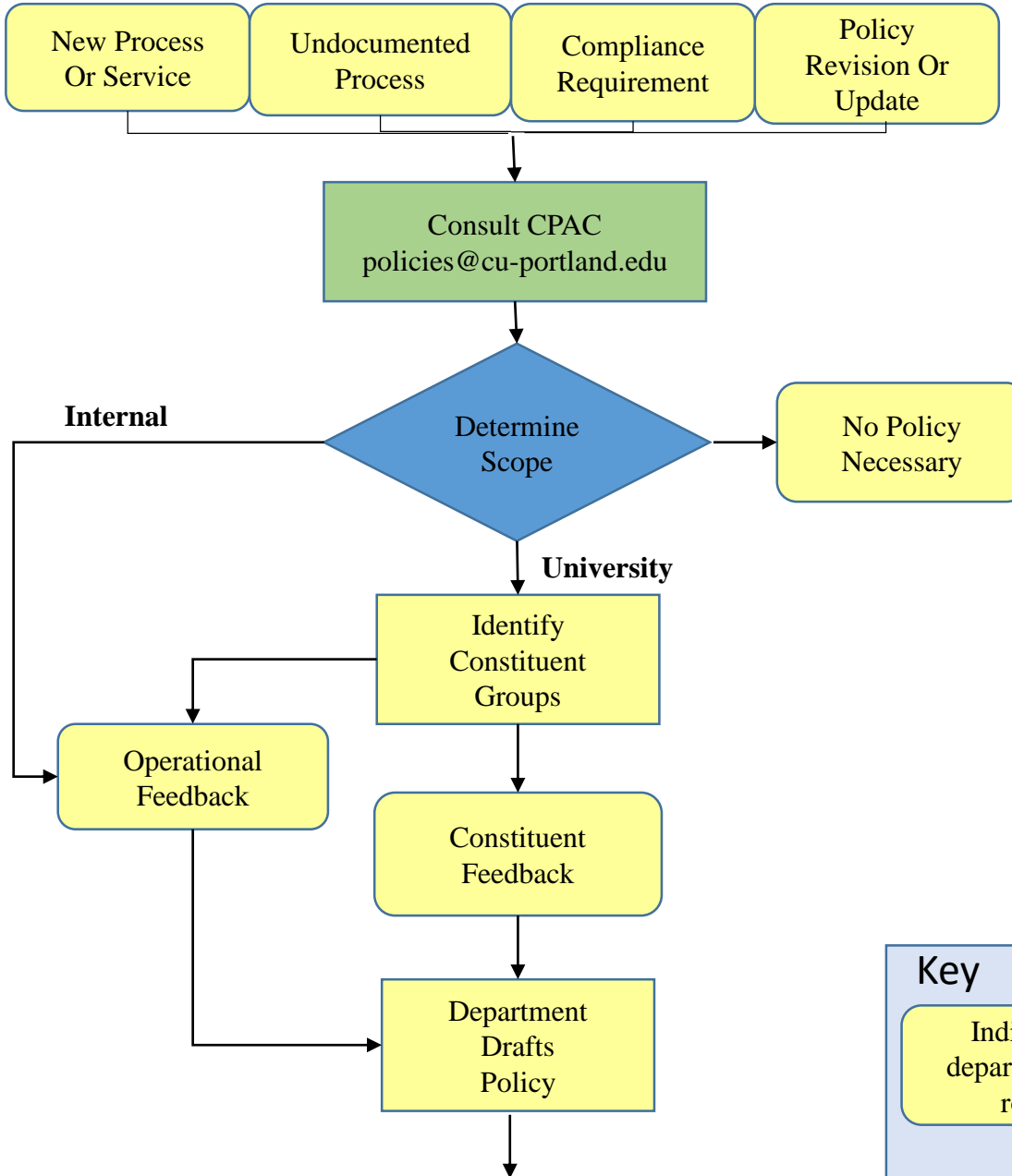


Initial Work Flow: Policy Development and Approval – Step 1



Initial Policy Drafting Process

Several Situations may create the need for a new or revised policy.

Once a need is identified, the operational group consults the CPAC for guidance and help to develop a policy for submission to the next appropriate level of review. Together the operational group and the CPAC determine whether a policy is for internal purposes only (Internal Policy), or is it needed at all.

University Impact:

- Identify potential impact on constituent groups
- Gather feedback from the originating operational group
- Gather feedback from constituents

Internal Only:

- Gather feedback from the originating operational group

The operational group then drafts a policy that incorporates appropriate feedback. Use of the Standard Policy Template is required.

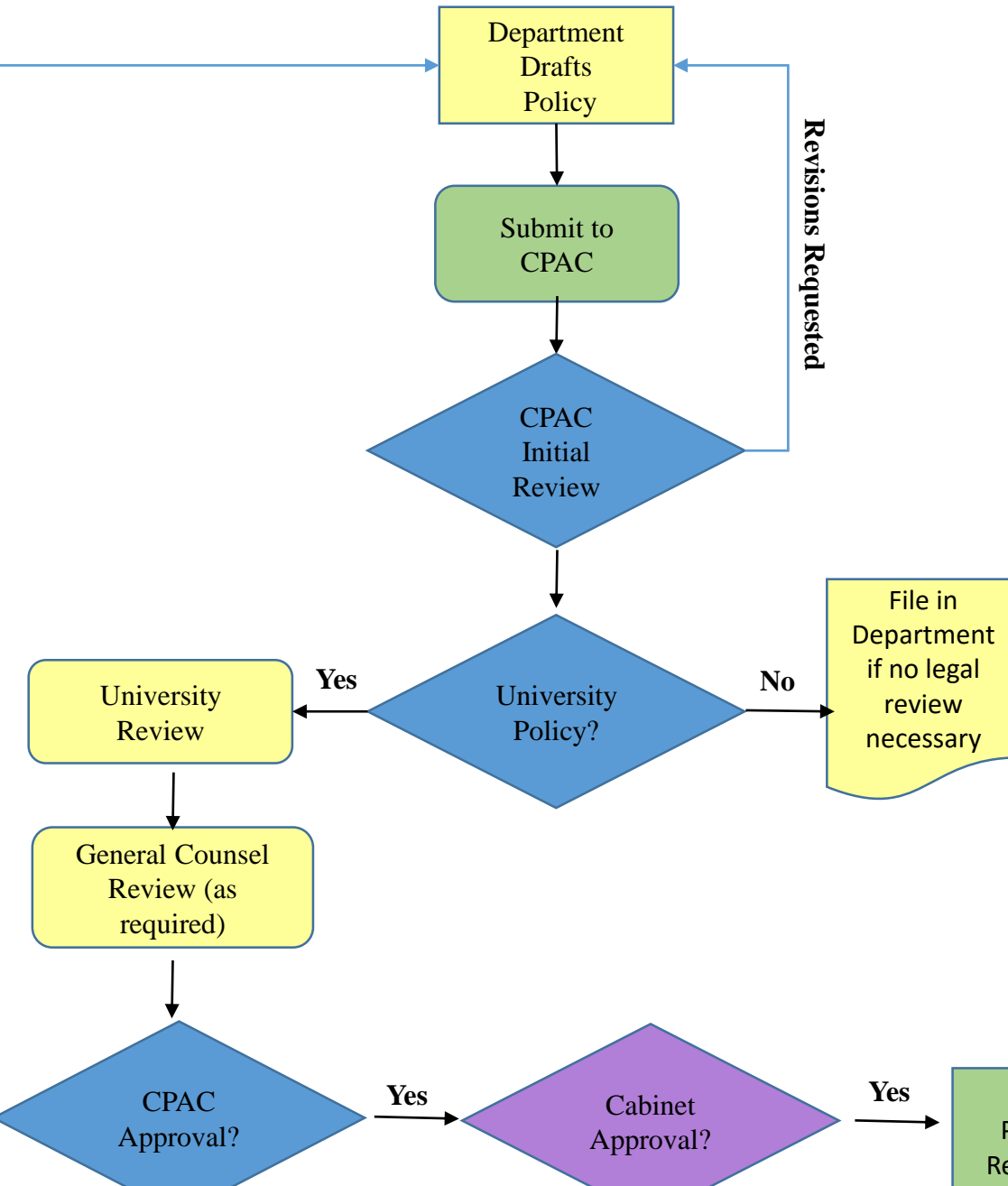
Key

Indicates departmental role

CPAC role

CPAC Decision Step

Initial Work Flow: Policy Development and Approval – Step 2



Submission of Draft to CPAC

The operational group submits the draft policy to the CPAC. Initial review by the CPAC approves the draft to move forward in the process or asks for additional clarification or modification.

Upon completion of CPAC Initial Review, the operational group either files the policy (if it is internal) or the CPAC will assist the operational group to ensure the proposed policy is vetted with other affected University departments/leadership. If the policy needs additional review, the CPAC will seek final constituent review. If required, this includes legal review by General Counsel.

If the CPAC does not approve the policy it is returned to the operational unit for revision, along with relevant comments.

If the CPAC does approve the policy, it recommends final adoption of the policy to the Cabinet. Once the Cabinet approves the policy, the CPAC places the policy in the Policy Repository.

The operational group implements the policy and communicates the policy to constituent groups. The CPAC works with the operational group to disseminate the policy.