# POLICY DEVELOPMENT PROCESS

## DEVELOPMENT

**IDENTIFY NEED → DRAFT POLICY**

Responsible office determines the issues and identifies the purpose of the policy. Responsible office drafts policy using policy template and submits to the Policy Advisory Council (PAC) at policies@uindy.edu.

## REVIEW

**POLICY ADVISORY COUNCIL (PAC) → RELEVANT OFFICES AND COMMITTEES**

The Policy Advisory Council works with the responsible office and seeks input from others as appropriate. The offices that the PAC might engage include, but are not limited to, the Risk and Compliance Committee, the University Planning Committee (UPC), Provost's Council, etc.

## APPROVAL

**POLICY ADVISORY COUNCIL (PAC) → CABINET**

Once policy review is complete and changes (if necessary) are made, policy is routed to Cabinet to approve and acknowledge.

## DISTRIBUTION

**POLICY ADVISORY COUNCIL (PAC) → UNIVERSITY COMMUNITY**

The PAC will distribute new and revised policies from policies@uindy.edu to the University community. Policies will be placed on website and a time of comment and review will commence. If feedback requires additional review, the PAC will reconvene to review policy.

## MAINTENANCE

**PERIODIC REVIEW**

Responsible office should monitor compliance, measure effectiveness of policy and review periodically.

Sept., 2017