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# University Policy Development Checklist

This document is designed to assist those responsible for policy development and management.

|  |  **Policy Development Steps and Task** |
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| [ ]  | **Identify need for new or revised policy.** |
| [ ]  | **Identify Responsible Office.** |
| [ ]  | **Identify Responsible Officer.** |
| [ ]  | **Identify Responsible Executive.** |
| [ ]  | **Draft Policy utilizing University-wide Policy Template.**  |
| [ ]  | **Submit Policy Submission Form to Responsible Executive (1st submission)** |
| [ ]  | **Submit Policy Submission Form to OARC with Draft Policy (1st submission)**  |
| [ ]  | **Provide Draft Policy to applicable stakeholders (if necessary)** |
| [ ]  | **Submit Final Policy Draft and Policy Submission Form to Responsible Executive for approval (2nd submission)** |
| [ ]  | **Submit Policy Submission Form, Final Policy, and Policy Communication Form to OARC for final approval (2nd submission).**  |
| [ ]  | **OARC assigns number and review date.** |
| [ ]  | **OARC sends final policy to Approval Authority.** |
| [ ]  | **OARC informs Responsible Office once Approval Authority approves policy.**  |
| [ ]  | **OARC publishes the policy to the University Policies website.**  |
| [ ]  | **OARC stores a preservation copy of the policy in electronic records archives.** |
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