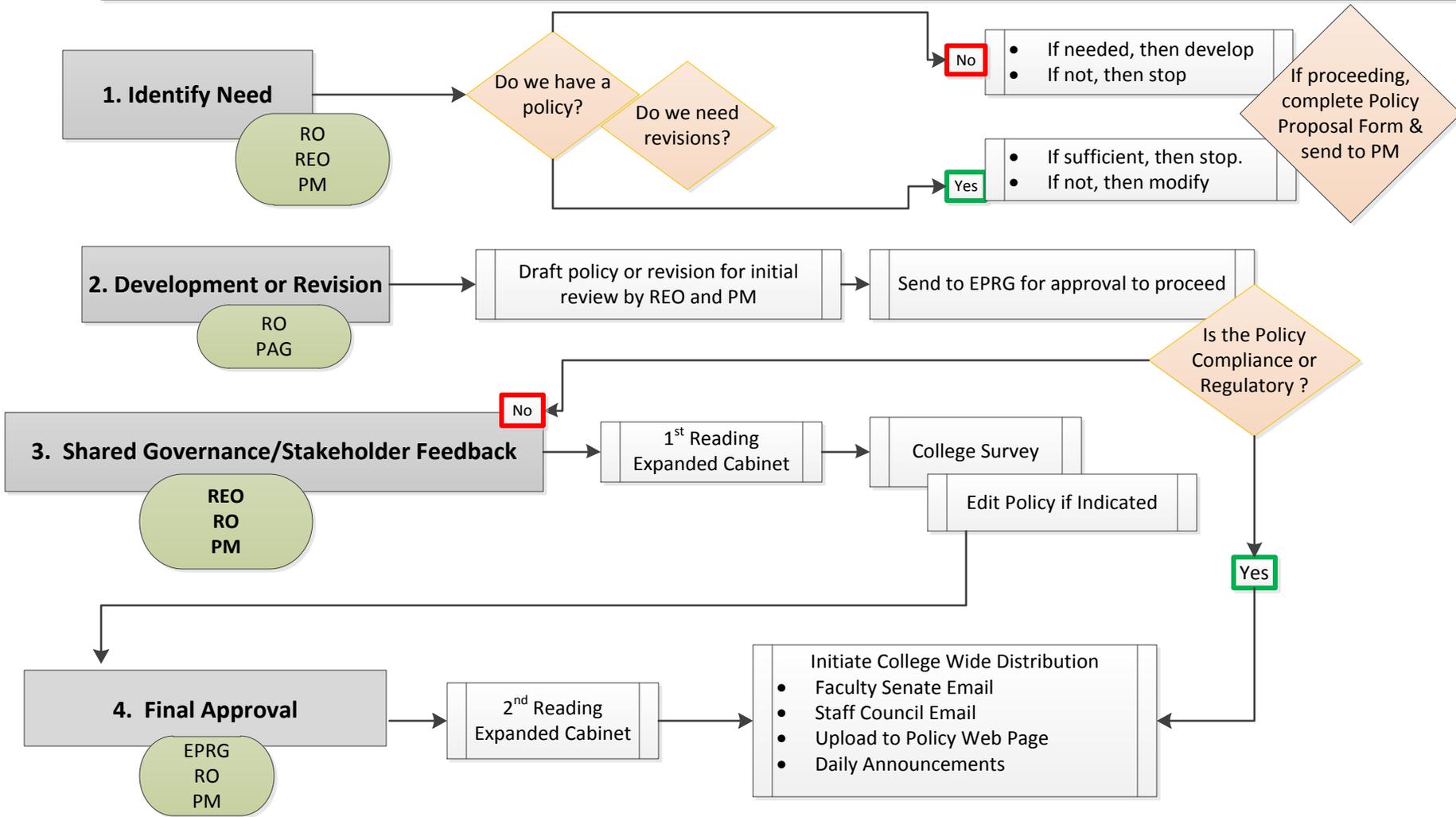**NWACC Policy Development Process**
Adapted from ACUPA (Association of College & University Policy Administrators)
"Policy Development Process With Best Practices" (http://www.acupa.org/projects/policydevelopment.pdf)

1. Identify Need

RO
REO
PM

Do we have a policy?

Do we need revisions?

No
- If needed, then develop
- If not, then stop

Yes
- If sufficient, then stop.
- If not, then modify

If proceeding, complete Policy Proposal Form & send to PM

2. Development or Revision

RO
PAG

Draft policy or revision for initial review by REO and PM

Send to EPRG for approval to proceed

Is the Policy Compliance or Regulatory ?

No

3. Shared Governance/Stakeholder Feedback

REO
RO
PM

1st Reading Expanded Cabinet

College Survey

Edit Policy if Indicated

Yes

4. Final Approval

EPRG
RO
PM

2nd Reading Expanded Cabinet

Initiate College Wide Distribution
- Faculty Senate Email
- Staff Council Email
- Upload to Policy Web Page
- Daily Announcements

PM   Policy Manager
REO   Responsible Executive Officer (Cabinet Member)
RO   Responsible Officer (Department or Division leader)
PAG   Policy Advisory Group (Content or technical experts within divisions/departments)
EPRG Executive Policy Review Group (College Cabinet)