Syracuse University
Process for Policy Development, Approval and Communication

Need for new, revised, or updated University policy becomes apparent

A sponsor/owner (dean, director, or dept. head) is identified.

Sponsor & Policy Administrator coordinate plan to develop policy proposal

Visit Policy website and complete policy template form.

Completed template submitted to Policy Administrator for review

Policy Administrator reviews template for completeness

Is Policy required for technical revisions only?

No

Yes → Policy Administrator authorized to make revisions as necessary. → **A** — Page 3

Is Policy required for regulatory compliance?

No

Yes → Policy Administrator initiates Fast Track review by Chancellor's Executive Team. → **B** — Page 3

Is there existing policy addressing this issue?

No

Yes → Policy Administrator assesses need for new policy vs. revision of existing policy.

Does Policy apply to a large portion of SU community?

No

Yes → Policy Administrator informs/consults with Policy Advisory Committee & submits proposed policy to Chancellor's Executive Team → **C** — Page 2

Page 2 — **D**

Proposed policy is not broad enough for University-wide adoption

Sponsor advised of Executive Team's decision to not consider proposed policy further.

Sponsor considers other 'local' options for implementation or suspends proposal → **End**

Page 1

C

Results compiled &
submitted to
Chancellor's
Executive Team

Chancellor's Executive
Team
(or designee)
deliberates proposed
policy

Executive Team
considers all factors
and decides on next
course of action

F

Page 3

Proposed Policy
NOT APPROVED.
NOT to be
considered further

D

No

**Will
Proposal be
considered further?**

Page 1

Yes

Proposed policy will
be CONSIDERED
FURTHER.
However, additional
research, vetting,
development or
editing is required

Chancellor's Exec. Team
recommends an
appropriate vetting
process to include
representation from
campus constituents
most affected by the
proposed policy

**Vetting process may
include:**

> Open forums
> Surveys
> Questionnaires
> Meetings with
   Constituent groups
> University Senate
   Committees
> Ad hoc committees
> Other TBD

Policy Administrator,
Sponsor and Policy
Advisory Committee
facilitate vetting
process

Proposed Policy
TENTATIVELY
APPROVED as is, or
with minor edits.
Subject to public
comment period

E

Page 3

Page 2

A

B

E

Policy Administrator makes technical adjustments to policy

Exec. Team obtains guidance as needed, approves policy subject to general comment period

Policy posted for a comment period to general campus community (typically 30 days)

Executive Team Evaluates comment period results

Policy Administrator updates policy website.

Yes

Policy Approved?

No

F

Constituents would include:

> Academic Units
> Administrative Units
> Specific sub-groups
> Students
> Full campus community

Policy Administrator & Sponsor coordinate Policy Communications Plan with SU News Services targeting respective constituents

End