DETAILED POLICY REVIEW PROCESS

1. The Policy Manager ("PM") will schedule the date of the Policy Review Committee ("PRC") meeting at which the new policy or the revised policy will be reviewed.
    a. It was the consensus of the group that in order to have a meaningful discussion, the designated Responsible Officer ("RO") for the policy should be in attendance at the PRC meeting at which his/her policy is reviewed.
    b. The PM will work with the RO in order to establish a mutually agreeable date.
    c. The RO, at his or her discretion, may bring additional staff members to the PRC meeting and involve them in the review process.
    d. Any exceptions to the RO's attendance at the meeting will be made only rarely and by consensus of the full committee.

2. Legal Review
    a. Once a new or revised policy is received, it will be sent by the PM to University Counsel for review and comment prior to it being reviewed by the PRC.
    b. The PRC requested that University Counsel be asked to specifically identify sections, phrases, citations, etc., that <u>must</u> be included in the policy verbatim, so that changes to that specific phrase, sections, citation, etc. are not made during our review.

3. A pre-review editing process will be established.
    a. Once a new or revised policy is received, it will be sent to the PRC as an FYI.
    b. A review group consisting of the editing subcommittee, Deborah Rice, and representative(s) on the PRC from the area whose policy is being reviewed, and any other member of the PRC who expresses interest in participating, will be formed.
    c. The review group will conduct an initial review of the policy to:
        1) determine if the policy is deficient in any element required in the Policy Template (improper format, contains vague or contradictory policy statements, poorly referenced procedures that do not provide for compliance with the policy, confusing wording, etc.)
        2) determine if the policy is consistent in terms of style, standard language, hyperlinks, format, etc. with policies already reviewed, and
        3) correct any grammatical or typing errors.
    d. This group will work with the RO, Policy as necessary, to modify any elements of the policy that need further clarification, research, etc., and will consult with University Counsel on an as-needed basis.

4. Once the pre-review process is complete:
    a. The policy will be sent by the PM via a campus-wide email to notify the campus community that the policy is scheduled for review and to invite questions or comments.
    b. Respondents will be asked to send comments to the PM.
    c. As comments are received, the PM will forward to the RO and review group.
    d. The comments period will be for 15 days for existing policies and 30 days for new policies.

5. The review group and RO will make modifications to the policy, as necessary.

6. The final draft policy will be sent to the PRC at least one week in advance of the meeting, preferably two.

7. If any committee member has a significant issue with the final draft of the policy that may warrant additional review before the committee meeting:
    a. The member should send his/her comments via email to the PRC members and the RO.
    b. The pre-review editing group will confer with that member and the RO and determine whether the review by the committee should be delayed. (With the new pre-review editing process, it is anticipated that this would happen only rarely.)

8. Prior to the meeting, PRC members should prepare by reviewing the scheduled policies (compare the draft policy to the policy template to ensure that all elements are included and are clearly written) and come prepared with their written comments concerning the policy.

9. The statements above will not preclude anyone from asking questions or making comments about the policy at the PRC meeting, but hopefully by this time most of the larger issues will have been resolved and the process should move along more quickly.

10. Following review and approval by the PRC, the policy will be sent by the PM to the editing subcommittee and RO for final edits, as necessary.

11. After final edits, the PM will send the policy to the President, Vice Presidents and University Counsel (Executive Policy Review Committee or EPRC) for their review (with information copies sent to the other members of the President's Cabinet who will be present during discussions). The President's Office will schedule the policies for discussion at a subsequent meeting of the President's Cabinet.

12. The EPRC will either approve the policy as drafted, send the policy back to the PRC to consider EPRC recommendations/concerns, or may make changes to the Policy. If the EPRC elects to make changes to the policy draft, the PM will work with the designated Responsible Oversight Executive to incorporate the change(s) into the final version of the policy.

13. Once the final draft is complete, the PM will:
    a. obtain the signatures of the Responsible Oversight Executive, University Counsel and the President.
    b. The date the policy is signed by the President will be the execution date and will be so noted on the policy and posted to the policy website.
    c. The next review date (after 5 years) will also be noted on the signature page of the policy and in the policy database kept by the PM.
    d. A campus-wide email will be sent notifying the University community that the new/revised policy has been executed by the President and posted to the website.