Institutional Policy Management

**Discussion**

1. Responsible Officer or department informs Leadership Council of new policy issue for awareness and discussion.

2. LC determines if issue needs review and who should be involved.

3. Policy Office posts to Policy web page, emails campus community to announce.

**Development**

1a. Responsible Officer convenes Policy Team.

2a. Policy Team reviews and/or develops draft, consulting with experts as needed, e.g., UWS Legal.

2b. Provost’s Administrative Staff

2c. Faculty Senate

2d. Senate for Academic Staff

2e. University Staff Senate

2f. Oshkosh Student Association

2g. UWS Legal

2h. Oshkosh Student Association

3a. Policy Office posts draft for constituent feedback, invites campus to comment.

3b. Responsible Officer solicits substantive feedback from shared governance and other constituent groups or individuals.

3c. Policy team incorporates comments as appropriate and updates drafts with Policy Office for continual publishing.

**Feedback 45 Days**

4a. Responsible Officer submits final draft to governance groups for Recommendation vote.

4b. Policy Office updates web site and compiles voting results.

**Recommendation 30 Days**

5a. Responsible Officer and Provost submit final draft to Chancellor with governance recommendations.

5b. Chancellor informs LC and University of decision. Policy Office updates website.

**Decision**

Chancellor Decides

1. Institutional Policy refers to rules or requirements that affect constituents beyond the supervisory span of authority.

2. The Responsible Officer is the executive defined in policy as the individual who oversees and enforces policy, e.g., VC Academic Affairs is the Responsible Officer for academic policies, CIO is Responsible Officer for information technology policies, etc. The Responsible Officer may delegate policy work to an appointee.

3. If the Responsible Officer denies the policy request, requestor may appeal to the Provost and ultimately Chancellor.

4. The Policy Office provides oversight and support for policy management.

8/31/2017