

Institutional Policy Management

1. Discussion

1a. A policy action request is submitted for the creation, revision, or rescission of a UWO policy

1b. Policy Officer reviews request, schedules meeting with the initial contact person, and confirms Responsible Officer

1c. Policy Officer adds discussion of policy action request to Leadership Council agenda and posts request to the policy website

1d. Leadership Council determines if new policy action request needs review or is ready to proceed to the development stage

2. Development

2a. Responsible Officer convenes Policy Team which reviews and/or develops draft, consulting with experts as needed

2b. Responsible Officer submits first completed draft of policy action to the Policy Officer

3. Feedback

Duration: 30 days

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

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

3c. Policy Team incorporates comments as appropriate and updates next draft of policy action request

3d. Responsible Officer submits final policy draft to Policy Administrator

4. Recommendation

Duration: 30 days

4a. Policy Officer posts final policy draft on the policy website and submits to the Shared Governance Groups for recommendation vote

4b. Policy Officer and Provost submit final draft to Chancellor with shared governance recommendations

5. Decision

5a. Chancellor informs Provost, Policy Officer, Leadership Council, and university of policy action decision

5b. If adopted, the Chancellor signs final draft of policy action and forwards to Policy Officer

5c. Policy Officer updates policy website with decision of new policy action request

5d. Policy Officer submits adopted policy, if applicable, for review every 3 years or when it is included in a new policy action request, whichever occurs first.