

POLICY DEVELOPMENT PROCESS

Step 1

- Policy Idea: A Department/Policy Owner (PO) refers draft regulation/policy to the Office of University Policy (OUP) at policies@famuedu with the completed and signed Policy Review Checklist (PRC). OUP assists with drafting, templates, etc. as needed.

Step 2

- OUP meets with PO to provide feedback on PRC, and if necessary, PO returns revised PRC.
 - OUP provides the PRC and draft policy to the Office of General Counsel (OGC) for review and comments on draft regulation/policy. OUP provides OGC comments to PO for revision if necessary.
- Note:** Recommended changes can occur at any step of the process. All recommended changes to policies/regulations are routed back to OUP, which addresses the recommendations and forwards policy/regulation to the next step.

Step 3

- Draft regulations/policies are submitted to the Policy Advisory Committee (PAC) and/or Academic Policy Committee (APC) for review and comments. OUP and PO will revise draft as necessary.

Step 4

- OUP sends the revised draft to the President's Leadership Team (PLT) for review and comments.
- OUP revises as necessary, and finalizes the policy.

Step 5

- If it is a regulation, OUP publishes (posts) the new or amended regulation for a 30-day comment period on OUP's website under Current Regulation Notices. Additional steps required for select regulations (e.g. student notice).

Step 6

- After the 30 days, OUP routes regulation to the PO to be provided to their respective Vice President for submission on Board of Trustees' (BOT) agenda. If approved by BOT, OUP prepares/sends certification for President's signature, then forwards the certification to Board of Governors, and publishes final regulation on OUP's Website.

Step 7

- If a BOT Policy, the PO provides new/revised policy to their respective Vice President for submission on the BOT agenda. Policies and regulations are effective upon approval by the Board. If approved, OUP publishes final policy on OUP's Website.

Step 8

- If a University Policy, OUP routes to the appropriate Vice President and the University President for signature.
- Once signed, OUP publishes final policy on OUP's website.

Step 9

- OUP routes the final policy/regulation to the PO and policy implementers for distribution to appropriate stakeholders.

Step 10

- OUP publishes a list of new and revised policies in the Daily Venom.