General Process for University Policy Development

1. The need for the development or update of a policy is determined and the associate vice president and vice president approve of investing resources to do so.

- Development of a new policy is a commitment to invest continued resources in the maintenance of the policy once approved.

- For new policies, the responsible authority downloads the template from http://policies.ucf.edu.

- For edits to current policies, the responsible authority requests the editable version from Compliance, Ethics, and Risk (CE&R). Using track changes, reflect all updates to the version posted on the president's website.

2. The responsible authority researches and authors the policy as well as chairing or delegating someone to chair a committee of stakeholders to review the proposed policy content or updates.

3. The responsible authority sends the draft to the division policy manager for approval in the vice president's office.
The email should contain the names of the university stakeholders who reviewed and approved the proposed policy or updates as attached.

- **New policies:** send a clean version (no track changes)

- **Policy updates:** send track changes that clearly reflect the content updates. Remove comments (unless they directed to the VP office or CE&R) and accept formatting changes such as font, bold, indents, line spacing, etc.

  - If the changes to the policy are substantial, you can submit a clean copy and make a note in the submission that it is a new policy due to so many changes.

- The division policy manager coordinates appropriate staff review in the Office of the Vice President for

  - content, scope, and impact;

  - stakeholders who have reviewed the policy (and may suggest additional vetting before moving forward);

  - compliance with template, formatting, grammar, etc.

4. The division policy manager routes the policy to Compliance, Ethics, and Risk.

5. CE&R route the policy through the General Counsel's office.

6. CE&R posts the policy for two weeks for public comments. CE&R provides the comments to the responsible authority and the division policy manager.

7. CE&R schedules the policy for the next available committee meeting.

8. The committee reviews the policy in advance as well as the public comments received.

9. The responsible authority presents the policy or the policy changes to the policy committee.

10. Once approved the policy is routed to the initiating authority and to the university president for review and signature.

11. Once signed, CE&R posts the policy at http://policies.ucf.edu.

12. The responsible authority conducts an annual review due to the division policy manager.

13. The responsible authority conducts a five-year review, which begins at step one of this process.