

POLICY APPROVAL AND REVISION PROCESS

Procedures for Drafting, Submitting, and Approving Policies

The following procedures should be observed by all administrative offices in drafting and submitting university policies for approval/revision by the President, President's Cabinet and/or Board of Trustees. Revisions of the documents may not be printed and circulated without the required approvals as described below.

Drafting

If the document is new and has both policy and procedural components, the components should be separated. The draft should begin with the statement of policy, making reference to the authority to this policy (LOYNO Board of Trustees policy, federal or state law, other). The draft should follow the submission criteria detailed in section 5 of the “**Coversheet for Policy Recommendations.**”

During the development of the proposal, the document drafter(s) should consult the offices of General Counsel, their Vice President, constituency bodies, and any officials that may have special knowledge regarding the subject being addressed.

Revision

If the policy is being revised, the draft should follow the submission criteria detailed in section 5 of the “**Coversheet for Policy Recommendations.**” Revisions will go through the same approval process as an original policy.

If the only revision to a policy is to fix an incorrect or non-functioning link to a web page, the “**Policies and Procedures web link correction form**” can be used. The form must be completed, signed by the Vice President of the office originating the proposal, and sent to the Office Web Communications for approval. The person submitting this form must attest that the only change to the policy is to restore or correct a broken web page link and that the new link does not alter the policy in which it is contained in any way. Only broken web links can be changed with this process. Other revisions must follow the process as an original policy.

Submission/Approval Process

A draft of the policy or procedure accompanied by a “**Coversheet for Policy Recommendations**” with sections 1-6 completed by the originating source, is submitted to the Vice President of the office originating the proposal for signature in section 7.

The Vice President will then forward the policy to the President, if Presidential approval is required, or to President's Cabinet and/or Board of Trustees. Once the proper approval is obtained, it is then returned to the appropriate Vice President who will ensure Web updating and distribution.