

Policy Work Flow

GLOSSARY OF IMPORTANT TERMS

Manual of Policies & Procedures ([MAPP Website](#))

Policy Template (PT)

Policy Routing Form (PRF)

Policy Review Checklist (PRC)

UNIVERSITY DEPARTMENT

- Retrieves PT & PRF from MAPP
 - If this is a revision to an existing policy that is on the MAPP
 - Contact the University Policy Committee Recorder for a clean tracked document
- Create or Revise the Policy
- Forward the policy and the PRF to the appropriate Presidential Cabinet member

PRESIDENTIAL CABINET MEMBER

- Reviews the policy
- Signs the PRF
- Forwards the policy & PRF to the appropriate University Policy Committee member

UNIVERSITY POLICY COMMITTEE MEMBER

- Reviews the Policy and PRF
- Obtains a digital copy of the Policy and any forms or procedures that are mentioned in the Policy
- Submits the Policy, PRF and documentation to the University Policy Committee Chairman (at least one week before the next meeting)

UNIVERSITY POLICY COMMITTEE CHAIRMAN

- Reviews the submitted PRF for accuracy
- Forwards the PRF & Policy to the University Policy Committee Recorder

UNIVERSITY POLICY COMMITTEE RECORDER

- Creates a file for new policy or pulls the file for revised policies (if there is a file)
- Creates a file on the M: Drive or moves the appropriate folder to the review folder
- Scans the PRF and places it in the folder
- Places the digital file in the folder (if it has not been forwarded, then creates one)
 - Makes the digital file 'track changes' and locks the track changes
 - Makes sure the policy is in the correct format, if not corrects it
- Reviews forms for ADA compliance and being fill-able
- Adds the policy to the agenda

UNIVERSITY POLICY COMMITTEE

- Reviews the agenda at least one week ahead of meeting
- Reviews any policies that are on the agenda
- Adds comments or changes to the policy on the M: drive
 - Track changes is on and locked, so all changes will be recorded

- Use the copy of the policy that is on the M: drive, do not create a new copy.
- Attend the meeting, discuss the policy and vote.
- University Policy Committee Recorder will take minutes and offer suggestions and make edits

UNIVERSITY POLICY COMMITTEE RECORDER

- After the meeting; will prepare the minutes and update the agenda
- Update policy with changes, if needed
- Forward the policy to the University Policy Committee Chairman to be signed

UNIVERSITY POLICY COMMITTEE CHAIRMAN

- Review the policy and sign the PRF
- Forward the policy and signed PRF to the Presidential Cabinet member

PRESIDENTIAL CABINET MEMBER

- Reviews the policy
- Places the policy on the Presidential Cabinet agenda

PRESIDENTIAL CABINET

- Reviews the policy and makes and changes that they feel appropriate
- Forwards the policy to the University Policy Committee Chairman for revisions or signed

UNIVERSITY POLICY COMMITTEE CHAIRMAN

- Forwards the signed PRF and policy to the University Policy Committee Recorder

UNIVERSITY POLICY COMMITTEE RECORDER

- If the policy needs revisions;
 - Places the policy on the agenda for the next meeting
- If the policy is signed;
 - Scans the PRF and places the image in the appropriate folder on the M: drive
 - Moves the folder to the Website Entry folder
 - Changes the agenda
 - Places the information in the appropriate places on the MAPP site
 - Changes the agenda
 - Informs the Presidential Cabinet Member , University Policy Committee Member & Department that the policy is available on the MAPP site and gives them the links
 - Places the file in the appropriate place in the permanent files

PRESIDENTIAL CABINET MEMBER, UNIVERSITY POLICY COMMITTEE MEMBER AND DEPARTMENT

- Disseminates the information to the appropriate people (especially if the policy has universitywide implications)