

Assigned to:								
Administrative Rule:	YES	NO	UBHE Approval:	YES	NO	Interim Policy:	YES	NO

Do not begin drafting policy or soliciting stakeholder feedback until the Policy Office contacts you.

Step 3: Gather stakeholder input and research peer institutions

The Policy Office will recommend key stakeholders.

Consider which groups will be affected by the proposed policy or amendment. The Office of General Counsel and the Policy Office may recommend specific stakeholders to include.

Review the USU Compliance Matrix for possible stakeholders.

Review best practices from peer institutions and professional organizations. For more tips, review [Tips for a Successful Policy Development Team](#).

STAKEHOLDER INPUT		
Name/Office	Date Consulted	Comments

Attach a list of additional stakeholders and comments if applicable.

Step 4: Begin drafting or amending policy

Follow the [Policy Template](#) to organize the content of your policy.

Review the [Policy Style Guide](#) for editorial consideration.

For existing policies, consult the [Checklist to Review USU Policy](#).

Collaborate with the Office of General Counsel liaison for review and guidance.

Draft an [implementation plan](#) that addresses communication to campus, required training, and updates to procedures or standards.

Once the policy is drafted, write an [Executive Summary](#).

DRAFT APPROVAL			
Responsible Executive:		Date:	
Policy Custodian:		Date:	

Step 5: Submit to the University Policy Office for final review

POLICY OFFICE USE ONLY:				
Style Guide	Template	Stakeholder Input	Executive Summary	Redline
Consistent with USU Policy		Procedural Documents Updated		Implementation Plan
Comments:				
Legal Approval:			Date:	
Policy Office Approval:			Date:	

While waiting for the final review, prepare to present the policy proposal. For tips on how to prepare, consult [Presenting Policy to Stakeholders](#).

Step 6: Policy Office will post for public comment period and share all feedback with the Policy Custodian. The Policy Custodian should document and summarize feedback and respond as appropriate.

FEEDBACK SUMMARY	
Name/Office	Comments

Step 7: The University Policy Office submits the policy for approval. The Responsible Executive presents the policy at applicable meetings and records feedback and/or decisions.

APPROVAL PROCESS		
Body	Date Consulted	Decision or Comments
USU Leadership Team		
President		
Board of Trustees		
Utah Board of Higher Education		

POLICY OFFICE USE ONLY:			
Policy Approved	YES NO WITH REVISIONS**		
Published to Policy Library		Published on Policy Office Home Page	
Email sent to Policy Update Subscribers			

Activity Log	
Comments	Date