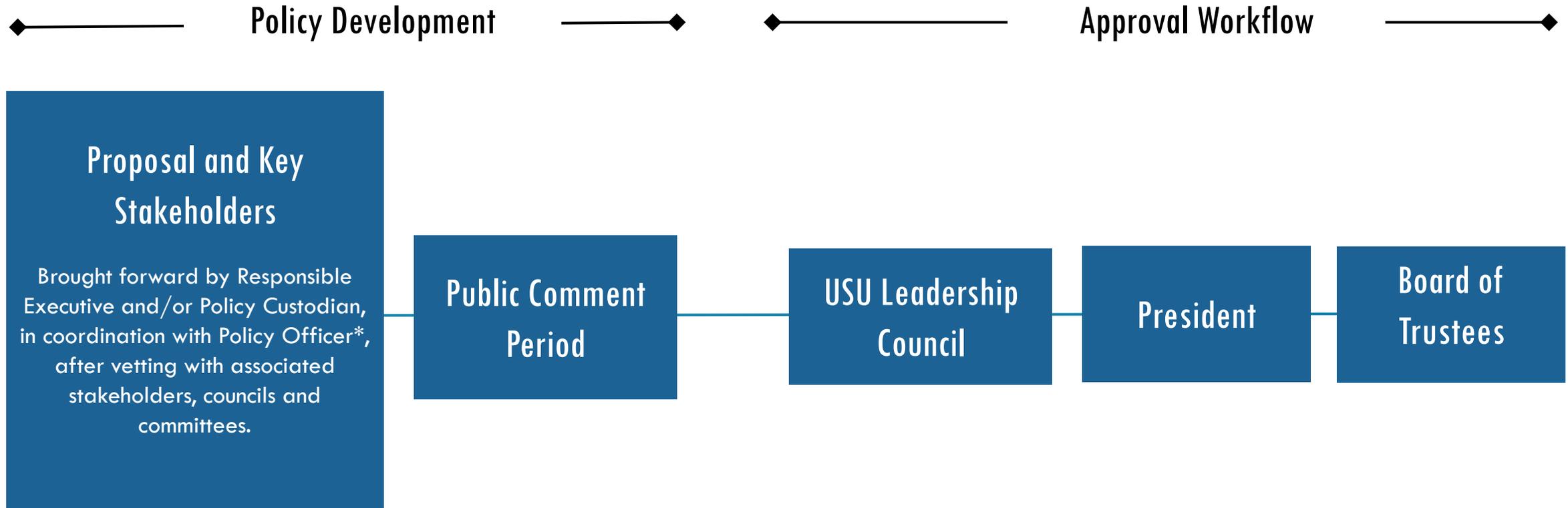# 1001-G2 USU FLOWCHART FOR POLICY DEVELOPMENT AND APPROVAL

Proposal for Developing and Approving Policies and Amendments

Authorized individuals, as outlined in USU procedure 1001-PR2, may propose new policy or substantive amendments by using the Policy Substantive Revision Form. Proposals for new policies and revisions to existing policies are submitted to the appropriate Responsible Executive or Policy Custodian. A scheduled review of policies may also reveal the need for policy revisions.

The Responsible Executive and/or Policy Custodian, in coordination with the Policy Officer, ensures appropriate vetting has taken place with associated stakeholders, councils, and committees before moving a proposal forward in the formal approval process. The following pages outline the necessary approvals for adoption of each policy section.

USU POLICY WORKFLOW FOR GOVERNANCE & ADMINISTRATION

Policy Development ⟶ ⟵ Approval Workflow

Proposal and Key Stakeholders

Brought forward by Responsible Executive and/or Policy Custodian, in coordination with Policy Officer*, after vetting with associated stakeholders, councils and committees.

Public Comment Period

USU Leadership Council

President

Board of Trustees

*The Policy Officer will provide a list of recommended stakeholders to include, such as the Staff Employee Association, Faculty Senate, USUSA, or the Research Council.

Consult Procedure 1001-PR1 and 1001-PR2 for additional information

USU POLICY WORKFLOW FOR COMMUNITY EXPECTATIONS

Policy Development →   ← Approval Workflow →

Proposal and Key Stakeholders

Policies may be proposed by individuals. Proposals are reviewed by the Responsible Executive and/or Policy Custodian. Campus members may be asked to serve on the Policy Development Team.*

Public Comment Period

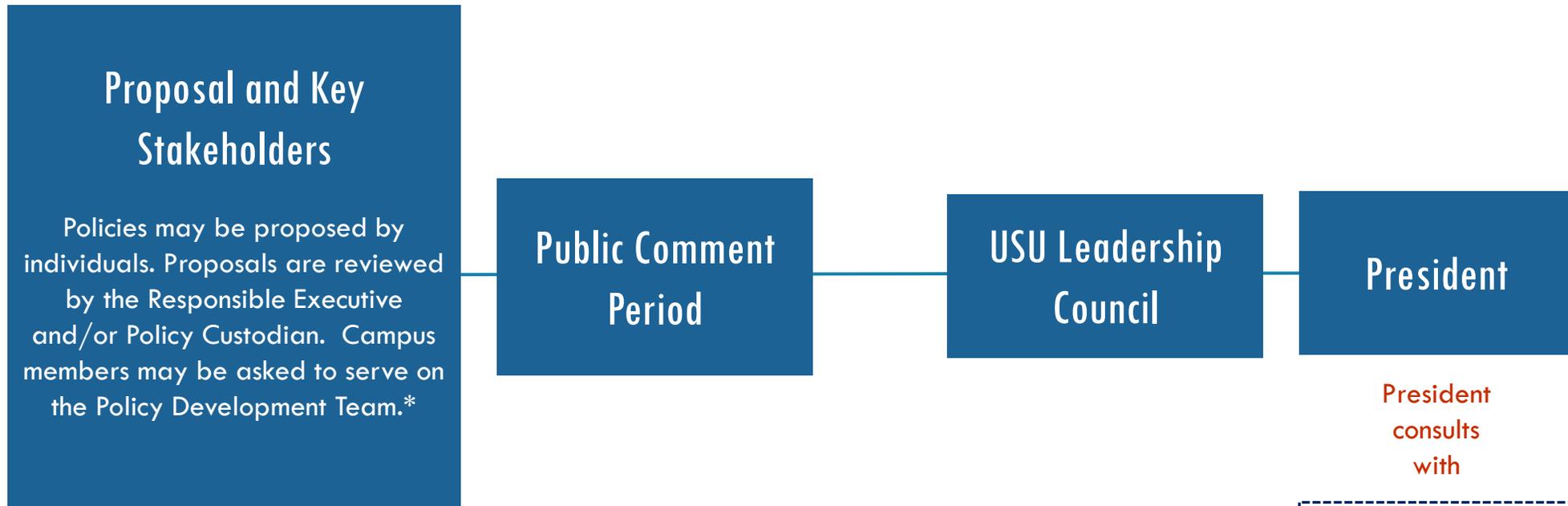### USU Leadership Council

President

President consults with

*The Policy Officer will provide a list of recommended stakeholders to include, such as the Staff Employee Association, Faculty Senate, USUSA, or the Research Council.

Consult Procedure 1001-PR1 and 1001-PR2 for additional information

Board of Trustees

USU POLICY WORKFLOW FOR HUMAN RESOURCES

Policy Development → ← Approval Workflow →

Proposal and Key Stakeholders

Policies may be proposed by individuals. Proposals are reviewed by the Responsible Executive and/or Policy Custodian. Campus members may be asked to serve on the Policy Development Team.*

Public Comment Period

USU Leadership Council

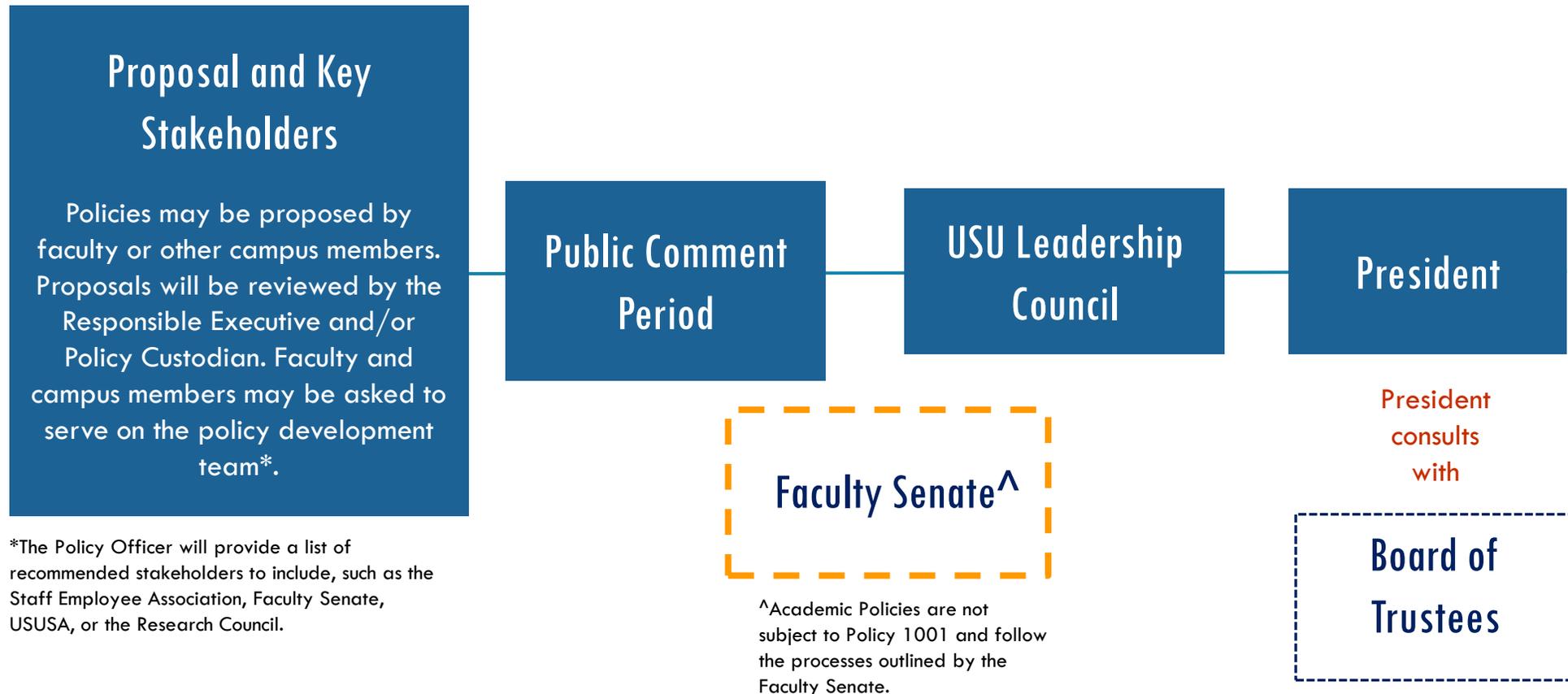**President**

President consults with

Board of Trustees

*The Policy Officer will provide a list of recommended stakeholders to include, such as the Staff Employee Association, Faculty Senate, USUSA, or the Research Council.

Consult Procedure 1001-PR1 and 1001-PR2 for additional information

USU POLICY WORKFLOW FOR ACADEMIC AFFAIRS

Consult Procedure 1001-PR1 and 1001-PR2 for additional information

◆———————— Policy Development ————————◆ ◆———— Approval Workflow ————◆

Proposal and Key Stakeholders

Policies may be proposed by faculty or other campus members. Proposals will be reviewed by the Responsible Executive and/or Policy Custodian. Faculty and campus members may be asked to serve on the policy development team*.
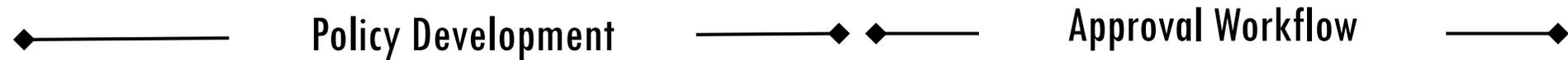
*The Policy Officer will provide a list of recommended stakeholders to include, such as the Staff Employee Association, Faculty Senate, USUSA, or the Research Council.
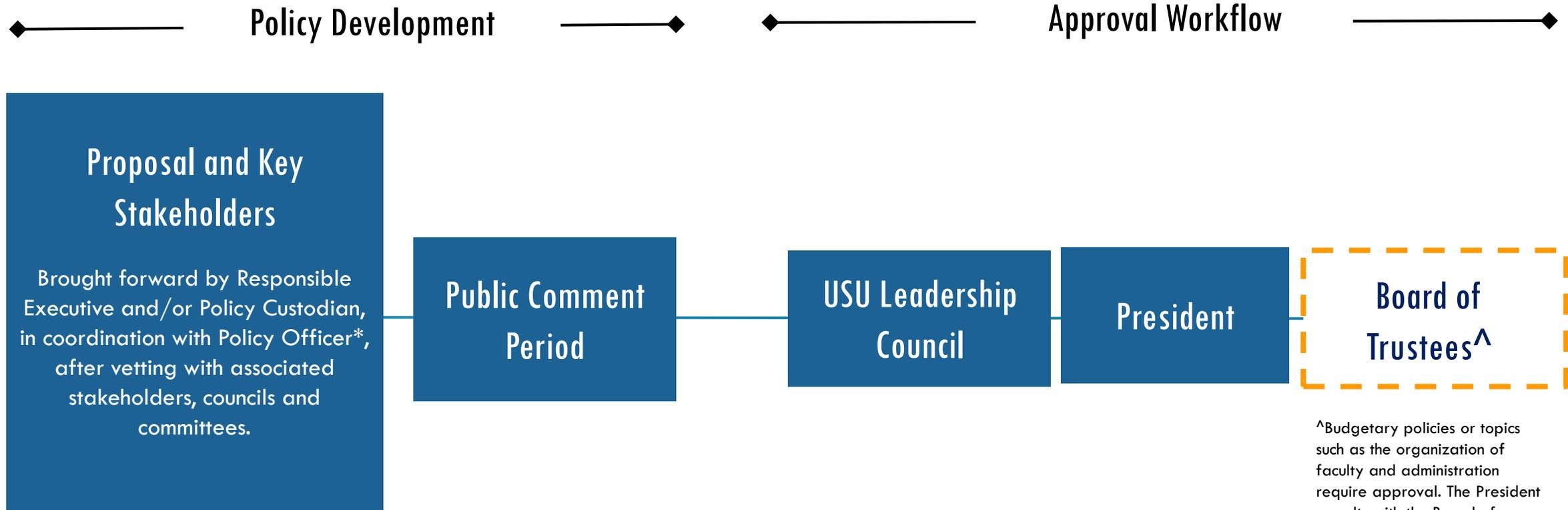
Public Comment Period

Faculty Senate^

^Academic Policies are not subject to Policy 1001 and follow the processes outlined by the Faculty Senate.

USU Leadership Council

President

President consults with

Board of Trustees

USU POLICY WORKFLOW FOR FACILITIES, OPERATIONS, & IT

Policy Development → Approval Workflow

Proposal and Key Stakeholders

Brought forward by Responsible Executive and/or Policy Custodian, in coordination with Policy Officer*, after vetting with associated stakeholders, councils and committees.

Public Comment Period

USU Leadership Council

President

Board of Trustees^

^Budgetary policies or topics such as the organization of faculty and administration require approval. The President consults with the Board of Trustees for other policies in this category.

*The Policy Officer will provide a list of recommended stakeholders to include, such as the Staff Employee Association, Faculty Senate, USUSA, or the Research Council.

Consult Procedure 1001-PR1 & 1001-PR2 for additional information

ENGAGING STAKEHOLDERS

Responsible Executives and Policy Custodians will be required to engage key stakeholders and incorporate feedback as appropriate. This may be accomplished in several ways such as:

- Asking compliance owners or key stakeholders to serve on the policy development team

- Soliciting feedback from specific committees or organizations

- Hosting a town hall or public forum

- Presenting at department meetings

- Surveying stakeholders

- Utilizing past assessments or data

- Holding focus groups

New policies and substantive revisions will be posted online for a 14-business-day review period for public comment from the USU community.
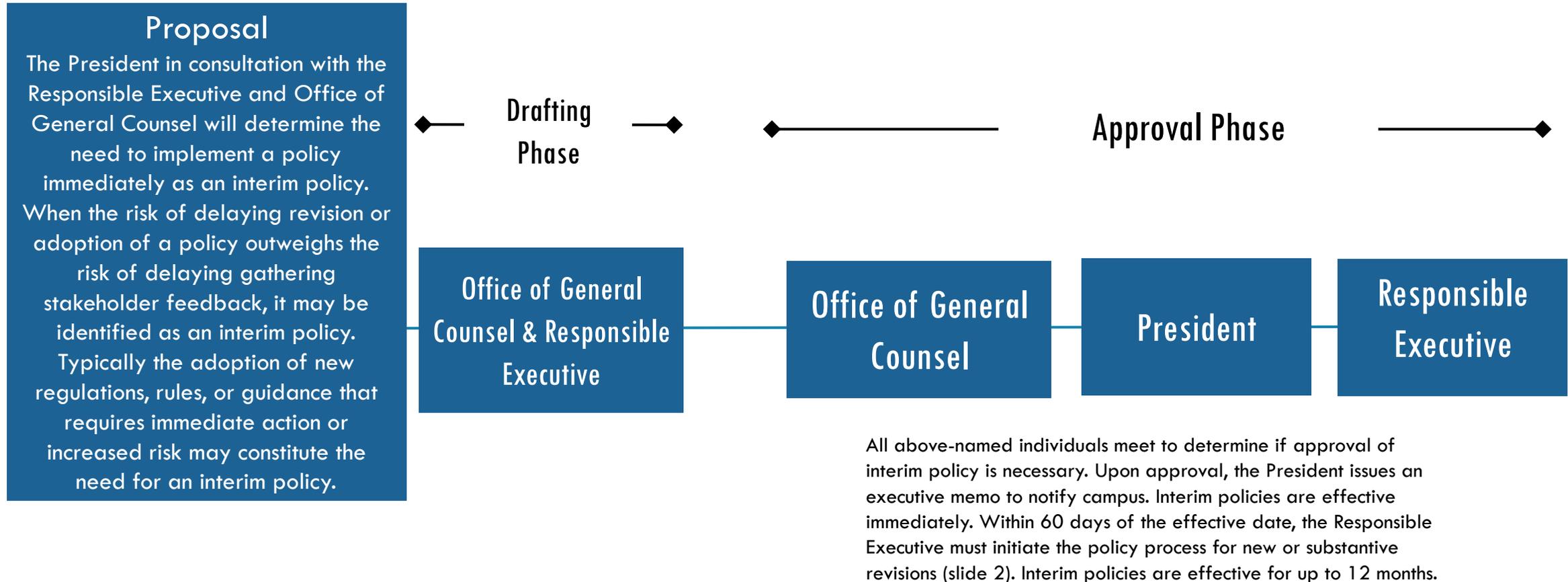
USU POLICY WORKFLOW FOR NON-SUBSTANTIVE REVISIONS

Proposal and Key Stakeholders

Triggered whenever an error is discovered in an existing policy which may occur during a scheduled review or in the regular course of business. Non-substantive revisions may include technical edits such as grammatical corrections, updating references to federal regulations, or changing the name of an office. These changes are considered non-substantive so long as they are not reasonably expected to change the interpretation or scope of the policy.

Approval Workflow

| Initiated by Policy Custodian or Policy Officer | Policy Custodian | Responsible Executive | Office of General Counsel | Policy Officer |

Consult Procedure 1001-PR5 for additional information

USU POLICY WORKFLOW FOR INTERIM POLICIES

Proposal

The President in consultation with the Responsible Executive and Office of General Counsel will determine the need to implement a policy immediately as an interim policy. When the risk of delaying revision or adoption of a policy outweighs the risk of delaying gathering stakeholder feedback, it may be identified as an interim policy. Typically the adoption of new regulations, rules, or guidance that requires immediate action or increased risk may constitute the need for an interim policy.

Drafting Phase

Approval Phase

Office of General Counsel & Responsible Executive

Office of General Counsel

President

Responsible Executive

All above-named individuals meet to determine if approval of interim policy is necessary. Upon approval, the President issues an executive memo to notify campus. Interim policies are effective immediately. Within 60 days of the effective date, the Responsible Executive must initiate the policy process for new or substantive revisions (slide 2). Interim policies are effective for up to 12 months.

Consult Procedure 1001-PR3 for additional information

USU POLICY WORKFLOW FOR RETIREMENT OF POLICIES

During the scheduled review of policies, the Policy Custodian may find reasons to retire the policy. This could occur due to changing regulations, consolidating similar policies or topics becoming irrelevant.

Approval Workflow

USU Leadership Team

President

Board of Trustees^

^Policies within the Governance & Administration category, budgetary policies or topics such as the organization of faculty & administration must be approved.

Consult Procedure 1001-PR6 for additional information