

University Policy Development Process

Checklist for New Policy Proposals or Revisions

- Provide basic information about the policy on the [Policy Substantive Revision Form](#).
- Email the Policy Substantive Revision Form to the Policy Office (policy@usu.edu).
- After approval from the Policy Office:* Create a policy development team. Review best practices from peer institutions and professional organizations. Identify key stakeholders and gather feedback.

[Tips for a Successful Policy Development Team](#)
[Policy Review Checklist](#)

- Draft or revise the policy based on the research and feedback gathered by the policy development team.
[Policy Style Guide](#)
[Policy Template](#)
- Draft an [executive summary](#).
- Draft an [implementation plan](#).
- Revise or update necessary procedural documents, guidance, or tools related to the policy.
- Submit Policy Substantive Revision Form (with steps 3 and 4 completed), proposed policy, red-lined version of policy (if applicable), executive summary, implementation plan, and procedural documents to the Policy Office for review.
- Once Policy Office sends final documents:* For the public comment period, approve all documents to be posted, timeframe to receive feedback, and audience to target. Document on Policy Substantive Revision Form.
- Policy Office will provide a schedule of upcoming leadership meetings to attend and present the policy proposal. Add the meeting days/time to your calendar.
- Document feedback received during public comment period. Determine if revisions to the policy proposal are necessary. Include a summary of how feedback was addressed or implemented in the executive summary.
- Send revised executive summary, policy proposal, red-lined version of policy, and any other applicable documents to the Policy Office.
- Attend leadership meetings and present policy proposal.

[Tips for Presenting Policy to Stakeholders](#)

- Once Policy Office posts final approved policy:* Begin the implementation plan and communicate with key stakeholders.

Details about the entire policy development process are available in the following procedural documents:

- [1001-PR1: Developing University Policies & Procedures](#)
- [1001-PR2: New and Substantively Amended Policies](#)
- [1001-PR3: Interim Policies and Amendments](#)
- [1001-PR4: Scheduled Review of Existing Policies](#)
- [1001-PR5: Non-substantive Revisions of Existing Policies](#)
- [1001-PR6: Retirement of Policies](#)