Academic Affairs Policy Process
(Standard)

Policy Originator(s)

1. Identify policy need
2. Work with appropriate constituents to determine policy parameters
3. Prepare a draft policy using the university policy template

Policy in template

4. Ready to submit?
   - Yes: Proceed
   - No: Table for later submission after revising or stop policy process

Submit from Faculty Senate?

5. Yes: Faculty Senate Reviews
6. Yes: Recommends? Yes: Provost Council considers all amendments to policy draft
7. Yes: Stakeholder feedback collected
8. Yes: Recommends policy?
   - Yes: Provost Council considers changes
   - No: Proceed?
   - Yes: Send to Provost Council with changes
   - No: Proceed

Policy is submitted to Provost Council through appropriate representative

Stakeholder review needed?

9. Yes: Provost Council considers changes
10. Yes: Stakeholder feedback collected
11. Yes: Recommends policy?
12. Yes: Provost Council considers changes
13. Yes: Proceed?
14. Yes: Send to Provost Council with changes
15. Yes: Proceed

Policy Orginator(s)

Faculty Senate

Faculty Senate as information item OR for review and recommendation

Provost Council

Secretary

16. Yes: stakeholder review needed?
17. Yes: stakeholder feedback collected
18. Yes: recommends policy?
19. Yes: proceeds?
20. Yes: sends to provost council with changes
21. Yes: proceeds

President and Board of Regents

22. Yes: submits to president
23. Yes: president recommends?
24. Yes: president submits to board of regents
25. Yes: board approves?
26. Yes: policy is implemented

Policy originator may be any group or groups, including, but not limited to, Faculty Senate, Council on Academic Affairs, and Student Government Association.

For policy revisions, make sure revisions are in standard mark up. Provide a cover page that summarizes major revisions.

The Faculty Senate reviews policies related to faculty welfare.