Policy Development Procedures

The following steps detail the required procedures for developing a University Policy. Unit Policies are to be developed using steps one through five.

The University Policy Coordinator – Treina Kimble, can be contacted at 318-342-3064 or by email at kimble@ulm.edu for questions and assistance with policy development.

Analysis and Drafting

1. **The Responsible Officer writes a draft of the proposed policy using the Policy Template and Policy Checklist and Policy Development procedures.**
   The Responsible Officer is to use the most current versions of the Policy Template and Policy Checklist, and Policy Development Procedures. Always check the Policy Website to use the most current template and guidance documents for policy development.

   The Responsible Officer provides the subject matter expertise in researching the need for the policy as well as identifies issues and solutions.

   The Responsible Officer assigns a policy number to the draft and consults the University Policy Coordinator to determine if the policy is a Unit Policy or a University Policy.

Development and Review

2. **The Responsible Officer disseminates the proposed policy, as appropriate, for feedback from relevant stakeholders within or without the functional unit**.
   Relevant stakeholders may include other members of the department or other units affected by the policy.

   The Responsible Officer consults with the SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) Liaison to determine if there are any needed accreditation references or required actions.

3. **The Responsible Officer edits the draft policy as appropriate and routes the proposed policy to the University Policy Coordinator for review.**
   The University Policy Coordinator will review the policy for format revisions and work with the Responsible Officer to make necessary corrections before the policy is submitted to the Responsible Executive

4. **The Responsible Officer edits the draft policy as appropriate and routes the proposed policy and any supporting policy analysis to the Responsible Executive for review.**

5. **The Responsible Executive reviews the policy and determines whether the proposed policy is acceptable or if it needs further analysis/redrafting.**

Approval and Adoption

6. **The Responsible Executive consults with the President to determine if the proposed policy requires Executive Council review or if only review and approval by the President is required.** The policy is submitted to the President with a [Policy Review and Approval Routing Form](). There are policies that may not warrant going to the Executive Council for review due to narrow scope or specific language requirements associated with the policy.

7. **The President reviews and approves the policy or directs the Responsible Executive to send the policy to the Executive Council.**

8. **The members of the Executive Council review the proposed Policy indicating suggested revisions and whether or not the member recommends the policy for approval by the President.**

9. **Should the Proposed Policy require any revision, the Responsible Executive ensures the required changes are completed.** The person making the policy revisions should consult with the University Policy Coordinator for a quick review of document completion before the final version goes to the Responsible Executive.

10. **When the policy is approved by the President, the Responsible Executive and Responsible officer send the final draft of the policy to the Policy Coordinator to be converted to a final copy reflecting accurate effective and adoption dates.**

11. **The Policy Coordinator will add electronic signatures for both the Responsible Executive and University President and send the updated version electronically to both the Responsible Executive and University President.**

12. **The Policy goes into effect upon the effective date indicated in the effective date section. A policy can be adopted and signed prior to an effective date.**

13. **The University Policy Coordinator uploads the approved University Policy into the University Policy Website and notifies the responsible executive or his/her designee.**

14. **The Responsible Executive or his/her designee sends an email to the University community informing them of the new policy.**
The email includes relevant information about the policy: the policy it is replacing, or if it is a new policy, the date it becomes effective and to whom the policy applies to, as well as a link to the policy on the ULM Policy Website.