

UNIVERSITY POLICY APPROVAL PROCESS

Definition of a University Policy

Applies broadly, more than one division of the University

Meets criteria in one of three categories:

- Enhances ODU mission
- Ensures compliance
- Promotes effectiveness/reduces risk.

Roles

Policy Manager (PM)

- Manages the policy review process
- Publishes policies and related information
- Notifies university community of new and revised policies
- Maintains policy history

Responsible Oversight Executive (ROE)

- Oversees development of a specific policy
- Assigns the Responsible Officer of a policy
- Is usually the vice president of the division responsible for the policy; in some cases, the University Counsel may be designated as ROE
- Serves on, and is contact for, the Executive Policy Review Committee (EPRC)

Responsible Officer (RO)

- Assembles the Policy Formulation Committee (PFC) to draft the policy
- Administers the policy
- Implements the policy and provides training as needed
- Notifies the PM when the policy requires revisions outside the five-year review process
- Works with the PM to update the policy and solicit comments
- Works with the PM to coordinate the five-year review process

Policy Formulation Committee (PFC)

- Assigned by the Executive Policy Review Committee (EPRC) at suggestion of Responsible Officer (RO)
- Composed of major stakeholders and technical, editorial and subject matter experts
- Drafts policy using University Policy Template
- Revises policy based on feedback received during comments period and from Policy Review Committee

Policy Review Committee (PRC)

- Committee appointed by the President
- Representation from across the University
- Reviews proposed policies for Vice Presidential review and Presidential approval

Executive Policy Review Committee (EPRC)

- Composed of the Chief Operating Officer, Vice Presidents and University Counsel
- Approves Policy Impact Statements
- Assigns Responsible Oversight Executive
- Approves members of Policy Formulation Committee
- Recommends approval of policy to President

New Policies and Policy Revisions

- All University Policies are reviewed at least once every 5 years.
- Policies are created or revised when a need is identified.

Required Format/Templates

- Provides structure and consistency
- Includes sections representing required information
 - University Policy Template
 - University Impact Statement Template

How to Comment

- Comments period allows for feedback from university community
- 15-day comments period for existing policies; 30 for new
- Thoughtful comments are encouraged.
- Comments should be sent to Policy Manager, who shares with the designated Responsible Officer and members of the PRC

Policy Review Process Brief Overview		
Policy Development and Submission	Using Policy Toolkit, a fully drafted policy impact statement and policy are prepared	Responsible Officer
Legal Review	Policy examined for legal principles and citations.	University Counsel
Pre-Review	An initial review for consistency, clarity, formatting	PRC Editing Committee
Comment Period	Campus community is invited to comment during a limited period. 15 days - Policy Revisions 30 days - New Policies	Campus Community
Policy Revision	Consideration of comments, revise draft as applicable.	Responsible Officer PRC Editing Committee
Policy Committee Review	At regularly scheduled meetings, reviews and recommends policy for approval by Executive Policy Review Committee	Policy Review Committee
Editing	Proofreading and revise based on comments of PRC	PRC Editing Committee
Executive Policy Review Committee	Reviews and recommends policy for approval by President	
Final Editing	Revisions made as suggested by EPRC	Policy Manager
Final Approvals, Posting and Notification	Obtain required signatures Post to policies website Notify university community Maintain policy history	Policy Manager
Policy Implementation	Post-approval implementation Policy awareness Training and enforcement	Policy Owner