Policy Development & Approval: Expedited Review Procedure

Phase 1: Development of Policy

1. **Policy Sponsor** identifies the need.
   - Consults Academic Affairs, Functional Unit, Institutional Affairs.

2. **Director of Policy Governance**
   - Completes Initial Review.
   - Provides draft for Expedited Review.

3. **Institutional Policy Committee**
   - Reviews, comments, suggests changes, forwards to Office of the General Counsel.

   - Policies generated for INPUT or KNOWLEDGE under institutional reviews.

   - Policies generated due to CHANGES IN LAW or institutional reviews.

   - Policy Officer provides draft for...

Phase 2: Formal Policy Review

1. **Office of the General Counsel**
   - May consult Academic Council or Faculty Senate on mission alignment (input, approved).
   - May consult Mission Leaders on mission alignment (input).

   - Considers and completes necessary edits.

   - Determines and completes necessary edits.

   - Policy Officer presents draft to Approval Authority.

Phase 3: Approval of Policy

1. **Approval Authority**
   - Policy Officer presents draft to Approval Authority.

2. **Board of Trustees**
   - Academic Affairs
   - Functional Unit Senior VP
   - Institutional Affairs
   - Deans of Schools

Phase 4: Management of Policy

1. **Director of Policy Governance**
   - Publication
   - Education & Training
   - Routine Update

2. **Director of Policy Governance**
   - Identifies mission alignment issues.

3. **Office of the General Counsel**
   - Considers and completes necessary edits.

4. **Policy Officer**
   - Policies presented for INPUT or KNOWLEDGE undergo expedited review.
   - Policies presented due to CHANGES IN LAW undergo expedited review.

   - May consult Academic Council or Faculty Senate on mission alignment (input), Academic Affairs, Institutional Affairs.

   - May consult Mission Leaders on mission alignment (input).

   - May consult Compliance and/or Risk Management on Institutional Risk (input).

   - May consult Senior Leaders on best practices & operational impact (input).

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