

**Procedure:** Policy action procedure

**Procedure Number:** 3364-10-01.1

**Responsible Department:** Office of Legal Affairs



**Effective date:**

July 9, 2024

This procedure is authorized by the University's policy entitled Formulation and issuance of policies 3364-10-01

This statement of procedure summarizes the policy process for official University policies filed with the Legislative Service Commission (LSC).

The annual implementation of this procedure will be the responsibility of the Vice President and General Counsel.

## **PROCEDURE**

- (A) New policy - the responsible agent and/or drafter places the policy in the University policy template.  
Revised policy – the responsible agent and/or drafter uses the track changes function to create a red-lined version of the revised policy.  
Reaffirmed policy – the responsible agent moves the policy forward to step (C).  
Rescinded policy - the responsible agent moves the policy forward to step (C).
- (B) New and revised policies - the responsible agent vets policy language with stakeholders, including Office of Legal Affairs review if applicable.
- (C) The senior leader or designee of the department requesting the policy action provides the policy to the Office of Legal Affairs policy coordinator.
  - (1) Policies are provided to the Chief of Staff for review.

- (D) The policy is posted for comment for thirty (30) days. (**NOTE:** Reaffirmations are not posted for the 30-day comment period prior to signature.)
- (E) Comments made during the 30-day comment period will be forwarded to the responsible agent for response.
- (F) Upon expiration of the 30-day comment period and/or receipt of response to all comments received, the policy is prepared for signature in accordance with Policy 3364-10-07 Delegation of authority for development, review and signature of university policies.
- (G) Once signature is obtained, the policy coordinator posts the policy, sends an email update to all University faculty/staff, and e-files formatted policy with the LSC.
- (H) At all points during the above process, the policy may be further revised as necessary based on feedback, and may need to be re-posted or re-approved by the appropriate stakeholders.

This Statement of Procedure has been reviewed and is authorized by:

Initial effective date: 8/13/2019

/s/  
\_\_\_\_\_  
Charles E. Jake  
VP and General Counsel

Current effective date:  
7/9/2024

Next review date: 7/9/2027

Date:

*Review/Revision Completed by:  
Office of Legal Affairs*