Procedures For Policy Development, Approval and Communication

1. Policy Development Process
2. Step One: Policy Owner Submission

Policy proposals may be submitted to a Policy Owner for consideration by any member of the campus community. The Policy Owner reviews the proposal and determines whether to advance the proposed policy for review and approval. If the Policy Owner elects to move the policy forward, the Policy Owner ensures it is in the required format and edits it as appropriate to ensure clarity and consistency with other policies and processes.

Any procedures or instructions must be vetted along with the policy so that stakeholders will see how the policy and procedures, together, will be applied. Systems, forms, websites, etc., must be ready for use when the policy is approved.

1. Step Two: Posting for Comment

The Policy Owner, forwards the proposed policy to the Policy Administrator at [dupolicies@drake.edu](mailto:dupolicies@drake.edu)

for posting. An announcement will be put in On Campus and the proposed policy will be posted for a minimum period of fifteen (15) calendar days during which time members of the campus community may submit comments for consideration prior to final approval. The Policy Administrator will share comments with the Policy Owner and the President at the conclusion of the posting period for further evaluation.

1. Step Three: Final Approval

The President of the University as Chief Executive Officer approves or rejects the proposed policy or revision or, where appropriate, forwards to the Board of Trustees for review and approval.

1. Policy Template

Effective with all University policies developed and adopted after the effective date of this policy, a standard policy template for University policies will apply for all policies developed and approved after the effective date of this policy.  If you need to refer to other documents or to webpages, please do not use hyperlinks in the body of the policy as those may become unworkable in the policy document; rather, identify the document or webpage by name.  Those items, along with any other resources, will be listed and linked on the policy homepage in the Policy Library. Policies will be written and maintained following the basic format described below:

Policy Header Containing the Following:

Policy Title:

Policy Category: Academic; Student Affairs; Financial; Administration & Operations; Information & Technology; Safety, Health & Security or Human Resources.

Policy Owner: The Policy Owner is the appropriate member of the President’s Council who is responsible for the subject matter activity of the policy

Review Period: Measure of time during which the policy must be reviewed and updated if there are no legal or regulatory changes that might prompt a review sooner.

Effective Date:

Policy Homepage: Policy Library location for policy and related information (provided by DTS)

Resources and Related University Policies: Forms, procedures or instructions, related policies

Policy Body Containing the Following:

Policy Summary: Brief introduction or description of the policy, usually one sentence.

Purpose: Purpose of the policy or reason why the policy is important.

Scope: The scope of the policy, including specific exclusions. Scope may include persons covered, location or jurisdiction to which the policy applies, or subject matter.

Definitions: Meaning and interpretation of terms used in the policy. Consider whether there are legal definitions, terms of art, or university-specific language the user should know.

Policy: Statement of what is required by the policy

Policy History: Dates last reviewed or edited