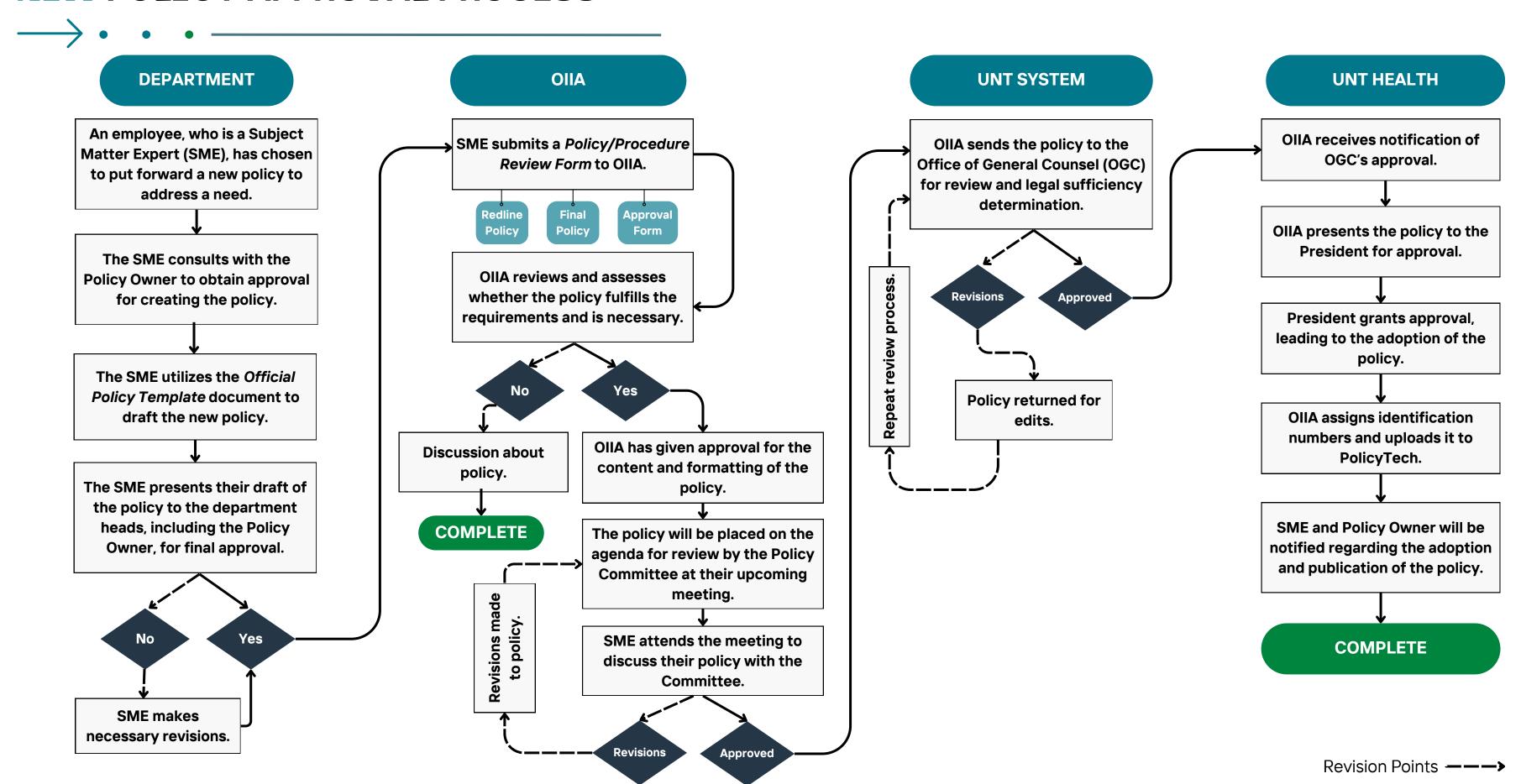
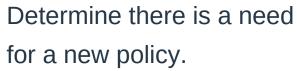
NEW POLICY APPROVAL PROCESS





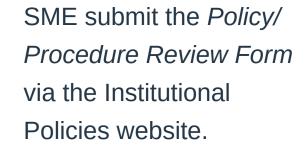


Draft the new policy using the *Official Policy*Template found online.

Complete the *Policy Approval*Form with the Policy Owner
and Department Head to
verify the policy's necessity
and alignment with guidelines.



Review

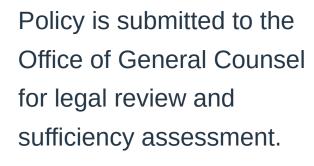


OIIA determines if policy meets requirements and is necessary.

SME meets with the Policy Committee to discuss the Policy.



Legality



Revisions, if needed, are sent to SMEs for necessary edits.

The Chief Integrity & Privacy Officer will be notified of approval.



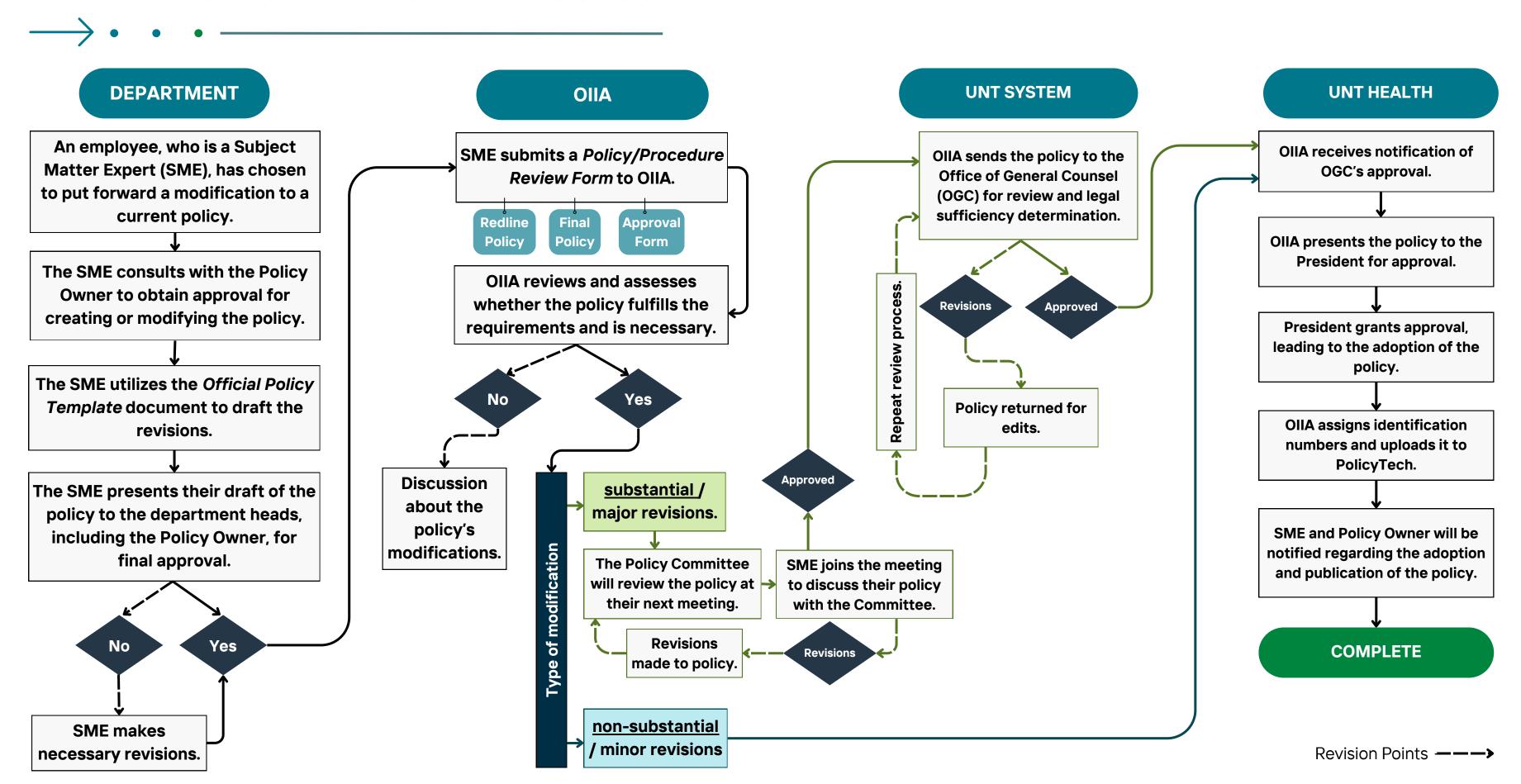
Publication

OIIA will present the policy to the President for approval.

Policy is adopted by the institution.

OIIA makes the policy available to the public through PolicyTech. The SME will receive a notice once the policy is published.

MODIFY POLICY APPROVAL PROCESS



Process diagram: POLICY MODIFICATION APPROVAL PROCESS



Submit

- An employee (SME)
 decides to make
 modification to a publish
 policy.
- SME uses the policy template document to draft the modifications.
- Complete the *Policy Cover*Sheet with the Policy Owner and Department Head to verify the policy's necessity and alignment with guidelines.



Review

- SME submits *Policy/Procedure*Review Form to OIIA via the

 Polices website.
- OIIA determines if policy modification meets requirements and is necessary.
 - If <u>substantial changes</u> are proposed, the Policy Committee and OGC will review the policy; otherwise, it will move to the Upload stage after the OIIA review.



Upload

- The SME has verified the effective date and the revision dates for the policy.
- OIIA will present the policy to the President for approval.
- OIIA uploads the modified version of the policy to PolicyTech.



Communication

- SMEs who submitted the Policy/Procedure Review
 Form will be notified when the Policy is published, and they will be provided with direct access links.
- OIIA updates the records to reflect the modifications made.