## Policy Life Cycle

	Initiator (could be policy owner)	Office of Compliance (OC)	<b>Policy Owner</b> (Direct reports of President as per organizational chart)	<b>Reviewer</b> (1. Relevant committees, 2. BOD, 3. Senate as applicable)	<b>Approver</b> (1. President, 2. BOT)
Initiate	Submits request to develop/amend "major"/revoke policy	Reviews request as per policy and clears it with policy owner then President			
Develop		If request cleared, assigns template to policy owner on software and sets the review and approval hierarchy	Drafts/revises policy thru a working group (ensures benchmarking, consultations, legal review, editorial review by Comms); submits policy for review thru university software tools Edits and submits for approval		
Review		Keeps track of recommendations and coordinates with policy owner		Reviews policy as per review hierarchy and issues recommendations	
Approve				No	Approved as per hierarchy?
Communicate		Publishes and communicates policy to community; conducts awareness campaigns as needed			Yes
Implement		Assigns implementation office(s) with policy owner	Procedures Life Cycle		
Evaluate			Initiates policy evaluation within 5 years or when needed		

## **Procedures Life Cycle**

