

Policy owners may use the following checklist to assist with adhering to the University Policy Protocol. The checklist highlights major task items that should be completed prior to issuing a new or revised University Policy. This tool is not to be used in lieu of reviewing the protocol document found at <http://policy.uconn.edu/>.

Policy Title:

Date:

- A senior institutional official (SIO) confirms the need for developing or revising a University policy.
- The SIO assigns a “policy owner” to develop or revise the policy, ensuring coordination among other University leaders and offices if the proposed policy involves matters within the purview of multiple offices.
- The policy owner notifies the Office of Audit, Compliance & Ethics (OACE) of this policy activity.
- The policy owner confers with relevant parties included but not limited to governance groups, University officials whose operations will be affected, Collective Bargaining Units, and Committees.
- The policy owner seeks approval of the drafted policy from the appropriate SIO.
- Once satisfied, the SIO will forward the final draft to OACE for additional input who may consult with the Office of General Counsel.
- The SIO presents the drafted or revised policy to the Cabinet (This may not be a required step for all policies).
- A Board subcommittee is assigned to review and approve the policy. (This may not be a required step for all policies).
- The Board of Trustees approves the policy. (This may not be a required step for all policies).
- The SIO requests OACE publish online
- The SIO publicizes and distributes the policy to impacted individuals.