

PROTOCOL CHECKLIST

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 University Compliance of this policy activity.
- The SIO/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 the Office of University Compliance 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 the Office of University Compliance publish online
- The SIO publicizes and distributes the policy to impacted individuals.