

POLICY APPROVAL / REVISION PROCESS

1



IDENTIFY NEED

A Senior Institutional Official (SIO) confirms the need for developing or revising a University policy

[View Policy Protocol Here](#)

2



INCLUDE STAKEHOLDERS

The SIO assigns a policy owner to develop or revise the policy and ensure coordination among appropriate stakeholders 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.

3

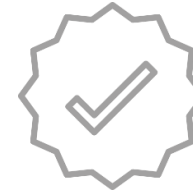


EDIT DRAFT

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.

4



SEEK APPROVAL

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).

5



PUBLISH & NOTIFY

The SIO requests the Office of University Compliance publish online.

The SIO publicizes and distributes the policy to impacted individuals.

[Learn More at: policy.uconn.edu](https://policy.uconn.edu)