

**University Policymaking Process Checklist – (Must Accompany all Policy Drafts)**

<b>Required Action Items</b>	
<b>Policy Initiation</b>	✓
<ul style="list-style-type: none"> <li>Review <a href="#">BOV Policy #01 (2014) - Creating and Maintaining Policies</a></li> </ul>	
<ul style="list-style-type: none"> <li>Submit a <a href="#">Statement of Proposed Policy</a> or <a href="#">Statement or Proposed Policy Change</a> to the <a href="#">University Policy Administrator</a>. The proposed policy should be designated as either BOV, Administrative, or Local policy. These forms can be found in the NSU Policy Library</li> </ul>	
<ul style="list-style-type: none"> <li>The University Policy Administrator will review and forward policy proposals to the responsible Division Vice President’s Office for review and policy development</li> </ul>	
<b>Policy Development</b>	
<ul style="list-style-type: none"> <li>All University policies must utilize the prescribed <a href="#">Policy Template</a>, which is located in the NSU Policy Library</li> </ul>	
<ul style="list-style-type: none"> <li>The policy drafter should consult appropriate subject matter experts</li> </ul>	
<ul style="list-style-type: none"> <li>Submit the initial policy draft to the responsible Division Vice President for review/feedback</li> </ul>	
<ul style="list-style-type: none"> <li>The policy drafter <b>must</b> consult with <b>University Legal Counsel</b> for a legal sufficiency review of the policy draft before any further action is taken</li> </ul>	
<ul style="list-style-type: none"> <li>Submit the initial policy draft to the University Policy Administrator for review and feedback from the President’s Cabinet</li> </ul>	
<b>Policy Approval</b>	
<ul style="list-style-type: none"> <li>Submit policy draft to the University Policy Administrator for posting to the University Policy Library for the mandated 30-day public comment period (See BOV Policy # 1)</li> </ul>	
<ul style="list-style-type: none"> <li>Review and incorporate into the policy draft any relevant comments received during the public comment period. Any changes to the draft must be approved by <b>University Legal Counsel</b> to ensure legal sufficiency               <ul style="list-style-type: none"> <li><b>For Administrative Policies</b> – The University Policy Administrator will schedule a time to present the policy draft to the Cabinet for review and final approval</li> <li><b>For Board of Visitors Policies</b> – The University Policy Administrator will schedule a time to present the policy draft to the Cabinet for review and approval. If approved by the Cabinet, the University Policy Administrator will present the policy draft during the next scheduled meeting of the Board of Visitors</li> <li><b>For Local Policies</b> – Local policies are approved by the responsible Division Vice President, and do not require further review or action by the Cabinet</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>Upon approval, the University Policy Administrator will communicate the policy to the University community by publishing the policy to the University Policy Library</li> </ul>	
<b>Policy Administration, Compliance, and Maintenance</b>	
<ul style="list-style-type: none"> <li>Policy owners must develop and execute a plan for <b>policy education and compliance</b>, which must be filed with the University Policy Administrator within 30 days of policy approval</li> </ul>	
<ul style="list-style-type: none"> <li>Policy owners are responsible for employee education and ongoing monitoring for compliance</li> </ul>	

Policy Owner’s Name \_\_\_\_\_ Date Checklist Completed \_\_\_\_\_