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

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| ***Required Action Items*** |  |  |
| **Policy Initiation and/or Amendment Policy Name:** | | |
| * Review [BOV Policy #01 (2014)](https://www.nsu.edu/policy/bov-01.aspx) - *Creating and Maintaining Policies* |  | |
| * Submit a [**Statement of Proposed Policy**](https://www.nsu.edu/policy-library/submit-a-policy-proposal)or [**Statement of Proposed Policy Change**](https://www.nsu.edu/policy-library/submit-a-policy-proposal) to the Division of Operations & Institutional Effectiveness at [policy@nsu.edu](mailto:policy@nsu.edu). The proposed policy should be designated as either BOV, Administrative, or Local policy. These forms are located in the NSU Policy Library at <https://www.nsu.edu/policy-library> |  | |
| * The Division of Operations & Institutional Effectiveness will review and forward policy proposals to the responsible Division Vice President’s Office for review and policy development |  | |
| **Policy Development** | | |
| * All University policies must utilize the prescribed [**Policy Template**](https://www.nsu.edu/policy-library/policy-template) located in the NSU Policy Library |  | |
| * The policy drafter should consult with appropriate subject matter experts |  | |
| * Submit the initial policy draft to the responsible Division Vice President for review/feedback |  | |
| * Submit the initial policy draft to the Division of Operations & Institutional Effectiveness at [policy@nsu.edu](mailto:policy@nsu.edu) for review and feedback |  | |
| * The policy drafter **must** consult with **University Legal Counsel** for a legal sufficiency review of the policy draft before any further action is taken |  | |
| * Follow the designated Administrative, Board of Visitors, or Local **policy approval** process |  | |
| **Policy Approval** | | |
| * Submit policy draft to [policy@nsu.edu](mailto:policy@nsu.edu) for posting to the University Policy Library for the mandated 30-day public comment period for new policies and 10-business days for existing Board of Visitors and Administrative policies (*See* BOV Policy # 1) |  | |
| * 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 **University Legal Counsel** to ensure legal sufficiency |  | |
| * + ***For Administrative Policies*** – The responsible Division Vice President/Executive will schedule a time to present the policy draft to the Cabinet for review and final approval |  | |
| * + ***For Board of Visitors Policies*** – The responsible Division Vice President/Executive will schedule a time to present the policy draft to the Cabinet for review and approval. If approved by the Cabinet, the responsible Division Vice President/Executive will present the policy draft during the next scheduled meeting of the Board of Visitors |  | |
| * + ***For Local Policies*** – Local policies are approved by the responsible Division Vice President/Executive, and do not require further review or action by the Cabinet |  | |
| * Upon approval, the Division of Operations & Institutional Effectiveness will communicate the policy to the University community by publishing the policy to the University Policy Library |  | |
| **Policy Administration, Compliance, and Maintenance** | | |
| * Policy owners must develop and execute a plan for **policy education and compliance**, which must be filed with the Division of Operations & Institutional Effectiveness at [policy@nsu.edu](mailto:policy@nsu.edu) within 30 days of policy approval |  | |
| * Policy owners are responsible for employee education and ongoing monitoring for compliance |  | |

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