|  |  |
| --- | --- |
|  |  |

# University Administrative Policy Development Planning Guide

OFFICE OF THE VICE PRESIDENT FOR POLICY & GOVERNANCE

319 Burruss Hall (MC0125), 800 Drillfield Dr., Blacksburg, VA 24061

vppg@vt.edu │540.231.6232

## 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Policy Name & Number: |  |  | Date Last Reviewed: |  |
| Policy Owner |  |  | Policy Manager |  |

POLICY ASSESSMENT: (Identify reason for review or revision)

|  |  |  |
| --- | --- | --- |
| 1. Identify Purpose for Review or Revision*:*  New Policy  Policy Needs Revision  No Revision Required, Accurate as Written  List brief explanation:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2. For Policy Revisions, Identity Policy Revision Purpose:  Technical Update (Same Revision Number)  Substantial Revision (New Revision Number)  Regulatory/Legal Update  Organization/Operational Change (Same Revision Number)  Policy Obsolescence/Retirement (Same Revision Number) |  |

## POLICY DEVELOPMENT COLLABORATION (Prior to SharePoint workflow initiation)

|  |  |  |
| --- | --- | --- |
| Notify the Office of the Vice President for Policy and Governance (if a non-cyclical review)  Identify subject matter experts, stakeholders, shared governance committees (if applicable), etc. to be included in the revision or development process (including the policy owner). |  |  |
| Consult with the Office of the Vice President for Policy and Governance for policy review and approval process needed based on policy content and projected stakeholder involvement. |  |  |

## INITIATION WITHIN SHAREPOINT

|  |
| --- |
| Initiate the policy revision or development process within SharePoint (using standard policy template)  Based on policy content and revision or development required, add applicable stakeholders in SharePoint to edit and review policy content. Note: If a shared governance committee is involved, the committee chair is added as the only policy editor, on behalf of the committee.  List any impacted policies, procedures, standards, forms, guidelines, accreditation documentation, etc. in SharePoint.  Determine the applicable audience impacted by the policy and list in SharePoint (for communication plan development). |

## DRAFTING PROCESS

|  |
| --- |
| Based on policy content and revision or development required, benchmark with other institutions as needed.  Prepare red-line changes to the policy document for review and route through SharePoint workflow to the stakeholders identified in the initiation process. Automatic email notification sends a message to the stakeholder to request policy review.  Update any applicable forms, procedures, standards, guidelines, etc. based on policy revision or development.  If policy changes impact handbooks or catalogs, notify university personnel responsible for updates to those documents. |

## POLICY ADVISORY COMMITTEE REVIEW

|  |
| --- |
| Once red-line changes have been vetted among the various stakeholders identified (including shared governance, if appropriate), notify the Office of the Vice President for Policy and Governance.  Policy Advisory Committee review and editorial changes recommendation, as needed.  Legal Counsel review and editorial changes recommendation, as needed.  Route policy back to the policy coordinator in SharePoint with comments or suggested edits. |

## FINAL REVIEW, APPROVAL, AND PUBLICATION

|  |
| --- |
| Route policy within SharePoint to the Office of the Vice President for Policy and Governance for final review.  Office of the Vice President for Policy and Governance will perform the following:  Route policy to the policy owner for final approval  Archive superseded policy in SharePoint (facilitated by the Office of the Vice President for Policy and Governance).  Post revised or new policy to the university policy website (facilitated by the Office of the Vice President for Policy and Governance). |

## IMPLEMENTATION AND COMMUNICATION

|  |
| --- |
| The Office of the Vice President for Policy and Governance will implement the standard communication plan:   * Inclusion in VT Daily News * Email communication through University Relations’ communicators network.   In addition to the standard communication plan listed above, determine if additional, targeted communication plan is needed based on the audience impacted and the revision context.  If policy development or revision impacts other university guidance, notify the appropriate constituents to ensure all guidance is updated to contain consistent content.  Share information and tools (procedures, forms, etc.) needed to implement the policy with stakeholders, and individuals who are expected to carry out or enforce the policy. |

## TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| Update training plan content, if applicable  Update employee or student onboarding/orientation content, if applicable  If training is required due to regulatory compliance, develop and implement training tracking procedures. |  |  |  |