Policy Lifecycle: Administrative Process

INITIATE	DEVELOP & APPROVE	IMPLEMENT	ASSESS

Identify policy action required

Evaluate risk
- Regulatory mandates & accreditation
- Impacted audiences
- Rapidity of policy action

Evaluate Impact on other university guidance
- Policies
- Procedures
- Handbooks
- Catalogs
- Forms

Decide Course of Action
- Technical Update
- Substantial Revision
- Policy Obsolescence/ Retirement

Prepare policy draft using red-line version of policy template

Solicit and Integrate Feedback
- Stakeholders
- Shared Governance/ University Council
- Policy Advisory Committee
- Office of the Vice President for Policy and Governance

Acquire Approval by the following, as applicable
- University Council
- Safety and Security Policy Committee
- Vice President or President
- Board of Visitors

Publish on Policy Website

Communicate Policy per the Policy Communication Plan
- Daily VT News
- University Relations communi-cators group
- Other sources, as identified by the policy owner

Educate Employees and Students
- Update onboarding
- Update training
- Update training tracking pro-cedures, if applicable for regu-latory compliance

Enforce policy compliance

Analyze Effectiveness
- Monitor compliance
- Policy awareness

Encourage Feedback
- Recognized policy discrepancy or conflict with business operations
- Inconsistency with other guidance (policies/ procedures/forms, etc.)
- Anticipated regulatory changes

Revise or Retire Policy
- Review at least every 4 years, per the policy review schedule
- Notify the Office of the Vice President for Policy and Governance if any review needed apart from the review schedule