# Process for Developing a University Policy

<table>
<thead>
<tr>
<th><strong>Step 1: Development</strong></th>
<th><strong>Step 2: Review</strong></th>
<th><strong>Step 3: Approval</strong></th>
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<tbody>
<tr>
<td><strong>Policy Owner:</strong></td>
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<td>a)</td>
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<tr>
<td>Provides subject matter expertise in researching need for policy, identifies issues and solutions.</td>
<td>Works with Policy Office to coordinate comment period.</td>
<td>Submits final draft to provost, chancellor, or appropriate vice provost or vice chancellor.</td>
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<td>b)</td>
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<td>Drafts policy language.</td>
<td>Makes edits to draft policy in response to comments.</td>
<td>Receives policy approval.</td>
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<td>c)</td>
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<tr>
<td>Coordinates with stakeholders and functional experts for policy draft review.</td>
<td>Seeks input from General Counsel.</td>
<td>Communicates policy approval to policy owner.</td>
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<td>d)</td>
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<td>Works with Policy Office to determine if Governance review is appropriate.</td>
<td>Alerts appropriate executive sponsors of policy development.</td>
<td>Announces policy, educates community, and encourages feedback.</td>
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<td><strong>Policy Office:</strong></td>
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<td>e) Serves as consultant to Policy Owner for all Step 1 functions.</td>
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<td>e) Reviews policy as appropriate.</td>
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This process map is intended to assist units who generate policy applicable to faculty, staff, students, and visitors to campus in understanding the process and responsibility for policy-making at KU. Specific policies may require adjustment of this process to ensure adequate review by stakeholders.

Appropriate review and approval groups will likely be unique for each policy. Those groups will be determined based on the campus to which the policy will apply and the nature of the policy. The Policy Office is available to assist units developing and revising policy to determine the appropriate groups and contacts.

For policies that will apply University-wide or that will apply to KU-Lawrence and reporting units (Edwards, Juniper Gardens, Parsons, Topeka, Yoder), contact the Policy Office at 785-864-9600.

For policies that will apply to KUMC and reporting units (Wichita and Salina), please contact the appropriate units on that campus.