1. **Policy Review by Policy Stewards**
   - At least every three years responsible executives and policy stewards review all university policies and standards in purview and prioritize policy actions
   - Initiate steps to amend existing or retire old policies

2. **Policy Stewards Work With University Policy & Standards**
   - Draft updated policies
   - Develop stakeholder review plan
   - Prepare for implementation: compliance, cost, training, communication, accountability, etc.

3. **Policy Office Finalizes Policy**
   - Extensive vetting
   - Review and endorsement by Executive Policy & Standards Committee
   - Public notice
   - Approval by President

4. **Policy Steward Rolls Out and Implements**
   - Launch communication plan, training, guidance, as needed
   - Implement policies
   - Ensure compliance; maintain accountability

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**Unit rules** may be developed and approved by an internal, unit-level process

See guidance: 

*Distinguishing Between a University Policy or Standard and a Unit Rule*

*Best Practices for Developing Unit Rules*

**Note:** Notify the Policy & Standards Office before any unit rule is issued so it may be reviewed for consistency with university policies & standards, and to determine if any other stakeholders (including university unions) should be notified.

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*Oregon State University*

*University Policy & Standards Office*

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