1. Policy Review by Policy Stewards
   - Every year responsible executives and their offices review all university policies and unit rules in purview
   - Prioritize policy actions
   - Initiate steps to create, amend, or retire policies

2. Policy Stewards work with University Policy Director
   - Stewards draft and update policies
   - Develop stakeholder review plan
   - Prepare for implementation: compliance, cost, training, communication, accountability, etc.

3. Policy Director Finalizes Policy
   - Extensive vetting
   - Review and approval 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

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 Director of University Policy before any unit rule is issued so it may be reviewed for consistency with university policies and to determine if any other stakeholders (including university unions) should be notified