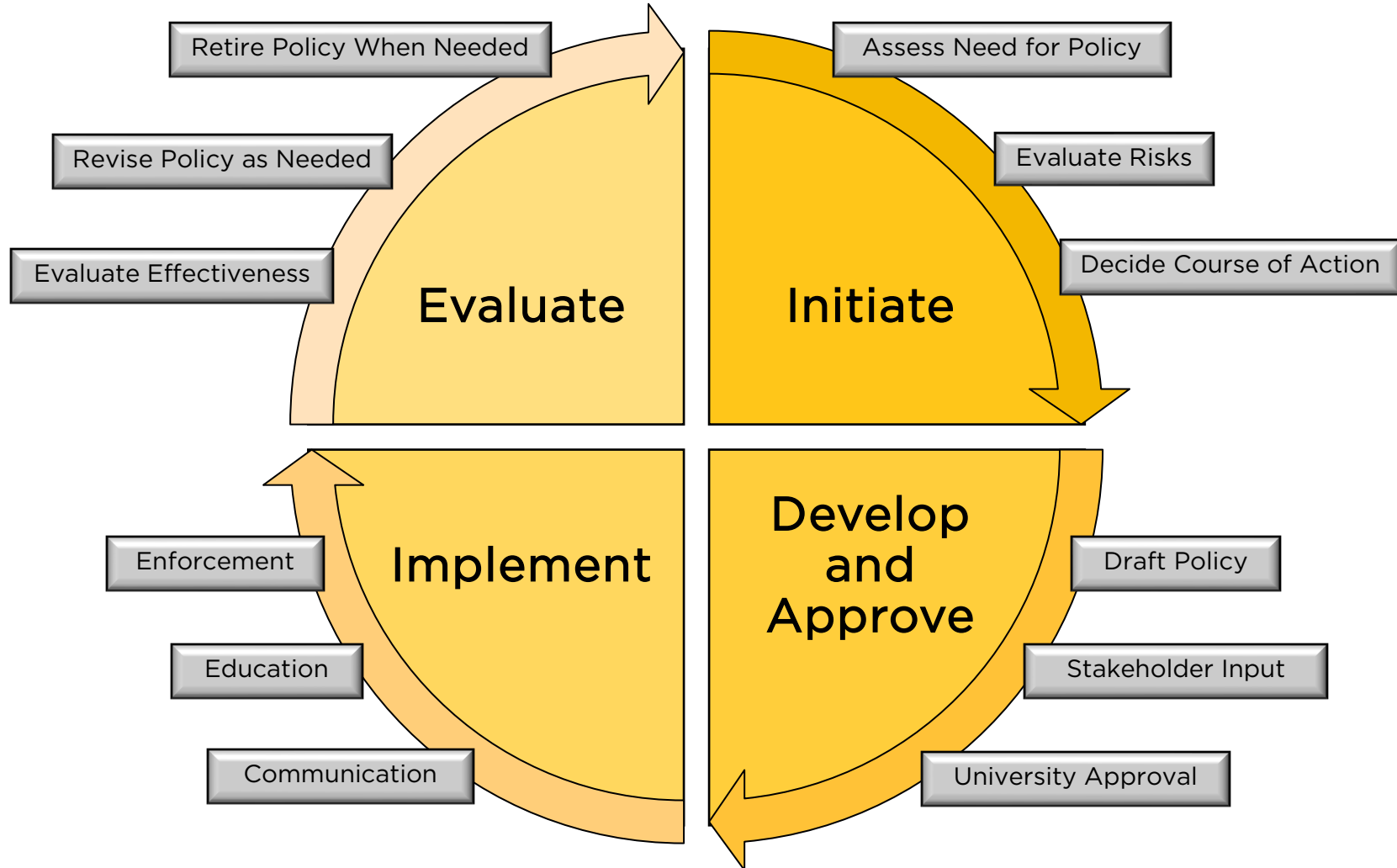




University Policy and Procedures Lifecycle and Workflow

UNIVERSITY OF CENTRAL FLORIDA





Initiate

- The need for a new policy, or the revision or elimination of an existing policy is identified by the president, a vice president, or a representative of the University Policies and Procedures Committee.
- During the initiation phase, an analysis is performed to determine the potential impact to the university and to stakeholders.
- A policy statement and explanation of need is drafted.
- Subject matter experts are identified.

Develop and Approve

- Vice president or designee oversees the creation of a draft policy. The vice president who sponsors the policy is the Initiating Authority.
- Initiating Authority or designee works with all stakeholders to develop a final draft.
- Initiating Authority approves the draft to send to University Compliance, Ethics, and Risk (UCER) to initiate the policy review process.
- Draft policy reviewed by UCER and General Counsel and either returned to the Initiating Authority or sent forward for public posting.
- Policy posted for public comment for 14 days.
- All public comments are shared with the Initiating and Responsible Authorities and Committee for possible edits to the policy. Policies are either pulled from the policy process or moved to the Committee for discussion.
- Policy is presented by the Initiating Authority or designee to the University Policies and Procedures Committee.
- Committee either recommends approval by the President or sends the policy back for further edit.
- President either approves and signs the new or revised policy or returns the policy to the Initiating Authority for edits.

Implement

- UCER distributes an email announcement alerting all employees of the approval of the new or revised policy.
- Initiating Authority or designee communicates, educates, and trains employees on policy and procedures.
- Initiating Authority enforces policy and procedures.

Evaluate

- Initiating Authority evaluates effectiveness of the policy and monitors compliance.
- Policy is reviewed annually by Initiating Authority and every five years by the University Policies and Procedures Committee.
- If there is a modification needed, the policy process re-starts from the initiation phase.
- If a policy is determined to be no longer relevant, the policy is submitted to the Committee per the policy requirement, and may be retired.