

Policy 101: Policy on Policies

Addenda A: University Policy Development, Review, and Approval Process – RACI Chart

February 2025

Policy Approval Process	Responsible	Accountable	Consulted	Informed
1. Submit Policy Action Request Form	Policy Owner OR Policy Steward OR General Counsel OR Faculty Member OR Staff Member OR Student	Action Requestor	N/A	Compliance Officer or Designee
2. Policy Action Request shared with/assigned to a Policy Owner	Compliance Officer or Designee	Compliance Officer or Designee	Action Requestor	Action Requestor
3. Requested Action reviewed to determine whether to move forward.	Policy Owner OR Policy Steward	Policy Owner	•Action Requestor	•Compliance Officer or Designee •Action Requestor
4. If the action moves forward, resources provided to Policy Owner/Policy Steward, as appropriate/necessary.	Compliance Officer or Designee	Compliance Officer or Designee	Policy Owner, Policy Steward	Policy Owner, Policy Steward
5. If the action moves forward, edits made, revisions drafted, new policy drafted	Policy Owner OR Policy Steward	Policy Owner	•Relevant Stakeholders •Action Requestor	Compliance Officer or Designee
5a. Non-substantive/Editorial edits confirmed, sent to Compliance Officer or Designee	Policy Owner OR Policy Steward	Policy Owner	N/A	Compliance Officer or Designee
5b. Editorial-corrected policy added to Policy Library	Compliance Officer or Designee	Compliance Officer or Designee	N/A	•Policy Owner •Action Requestor
6. Policy Revisions/New Policy Drafts Shared with General Counsel Office	Policy Owner OR Policy Steward	Policy Owner	General Counsel	Compliance Officer or Designee
7. General Counsel assesses whether legal review is necessary; makes recommended changes.	General Counsel	Policy Owner	General Counsel/Outside Counsel	Compliance Officer or Designee

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8. Legal recommendations reviewed.	Policy Owner OR Policy Steward	Policy Owner	General Counsel	<ul style="list-style-type: none"> •Compliance Officer or Designee •Relevant Stakeholders •Action Requestor
8a. Optional public comment period; post for at least 14 and up to 30 business days.	Policy Owner	Policy Owner	Provost OR President (depending on policy topic)	Compliance Officer or Designee
9. Penultimate draft sent to approving body(ies)	Policy Owner OR Policy Steward	Policy Owner	Approving Body(ies)	Compliance Officer or Designee
10. Policy/revisions reviewed by Approving Body(ies) and either approved or sent back for further edits	Approving Body(ies)	Policy Owner	Policy Owner, General Counsel	Compliance Officer or Designee
10a. Policy/revisions approved	Approving Body(ies)	Policy Owner	N/A	•Compliance Officer or Designee
10b. Policy/revisions sent back for further edits (Repeat Steps 5-9 as needed)	Approving Body(ies)	Policy Owner	N/A	Compliance Officer or Designee
11. Approved Policy sent to Compliance Officer or Designee.	Policy Owner OR Policy Steward	Policy Owner	N/A	<ul style="list-style-type: none"> •Compliance Officer or Designee •Action Requestor
12. Updated/approved policy posted to University Policy Library	Compliance Officer or Designee	Compliance Officer or Designee	N/A	Policy Owner
13. Communication about changes, any necessary trainings, etc. provided to the University Community/those the policy applies to.	Policy Owner OR Policy Steward	Policy Owner	Relevant Stakeholders	<ul style="list-style-type: none"> •Compliance Officer or Designee •Relevant Stakeholders