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# University Administrative Policy Development Planning Guide

OFFICE OF THE VICE PRESIDENT FOR POLICY & GOVERNANCE

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| Policy Name & Number:  |  |  | Date Last Reviewed:  |  |
| Policy Owner |  |  | Policy Manager |  |

POLICY ASSESSMENT: (Identify reason for review or revision)

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| 1. Identify Purpose for Review or Revision*:*[ ]  New Policy[ ]  Policy Needs Revision[ ]  No Revision Required, Accurate as WrittenList brief explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2. For Policy Revisions, Identity Policy Revision Purpose:[ ]  Technical Update (Same Revision Number)[ ]  Substantial Revision (New Revision Number)[ ]  Regulatory/Legal Update[ ]  Organization/Operational Change (Same Revision Number)[ ]  Policy Obsolescence/Retirement (Same Revision Number) |  |

## POLICY DEVELOPMENT COLLABORATION (Prior to SharePoint workflow initiation)

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| [ ]  Notify the Office of the Vice President for Policy and Governance (if a non-cyclical review)[ ]  Identify subject matter experts, stakeholders, shared governance committees (if applicable), etc. to be included in the revision or development process (including the policy owner). |  |  |
| [ ]  Consult with the Office of the Vice President for Policy and Governance for policy review and approval process needed based on policy content and projected stakeholder involvement. |  |  |

## INITIATION WITHIN SHAREPOINT

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| [ ]  Initiate the policy revision or development process within SharePoint (using standard policy template)[ ]  Based on policy content and revision or development required, add applicable stakeholders in SharePoint to edit and review policy content. Note: If a shared governance committee is involved, the committee chair is added as the only policy editor, on behalf of the committee.[ ]  List any impacted policies, procedures, standards, forms, guidelines, accreditation documentation, etc. in SharePoint.[ ]  Determine the applicable audience impacted by the policy and list in SharePoint (for communication plan development). |

## DRAFTING PROCESS

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| [ ]  Based on policy content and revision or development required, benchmark with other institutions as needed.[ ]  Prepare red-line changes to the policy document for review and route through SharePoint workflow to the stakeholders identified in the initiation process. Automatic email notification sends a message to the stakeholder to request policy review.[ ]  Update any applicable forms, procedures, standards, guidelines, etc. based on policy revision or development.[ ]  If policy changes impact handbooks or catalogs, notify university personnel responsible for updates to those documents. |

## POLICY ADVISORY COMMITTEE REVIEW

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| [ ]  Once red-line changes have been vetted among the various stakeholders identified (including shared governance, if appropriate), notify the Office of the Vice President for Policy and Governance.[ ]  Policy Advisory Committee review and editorial changes recommendation, as needed.[ ]  Legal Counsel review and editorial changes recommendation, as needed.[ ]  Route policy back to the policy coordinator in SharePoint with comments or suggested edits. |

## FINAL REVIEW, APPROVAL, AND PUBLICATION

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| [ ]  Route policy within SharePoint to the Office of the Vice President for Policy and Governance for final review.Office of the Vice President for Policy and Governance will perform the following:[ ]  Route policy to the policy owner for final approval[ ]  Archive superseded policy in SharePoint (facilitated by the Office of the Vice President for Policy and Governance).[ ]  Post revised or new policy to the university policy website (facilitated by the Office of the Vice President for Policy and Governance). |

## IMPLEMENTATION AND COMMUNICATION

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| [ ]  The Office of the Vice President for Policy and Governance will implement the standard communication plan:* Inclusion in VT Daily News
* Email communication through University Relations’ communicators network.

[ ]  In addition to the standard communication plan listed above, determine if additional, targeted communication plan is needed based on the audience impacted and the revision context.[ ]  If policy development or revision impacts other university guidance, notify the appropriate constituents to ensure all guidance is updated to contain consistent content.[ ]  Share information and tools (procedures, forms, etc.) needed to implement the policy with stakeholders, and individuals who are expected to carry out or enforce the policy. |

## TRAINING

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| [ ]  Update training plan content, if applicable[ ]  Update employee or student onboarding/orientation content, if applicable[ ]  If training is required due to regulatory compliance, develop and implement training tracking procedures. |  |  |  |